

Kentucky Performance Rating for Educational Progress (K-PREP)

Spring 2019



**District and Building
Assessment Coordinators' Manual**

Contact Information

If you are a Building Assessment Coordinator (BAC) and have any questions concerning the information found in this manual or in the *Test Administrator's Manual (TAM)*, please contact your District Assessment Coordinator (DAC). DACs should contact the parties below with questions.

Spring 2019 K-PREP Test Administration Questions:
<p>Pearson Monday–Friday from 7 a.m. to 8:30 p.m. (ET)</p> <p>Phone: (888) 437-1430 Fax: (319) 339-6525</p>
<p>Kentucky Department of Education Division of Assessment and Accountability Support Monday–Friday from 7:30 a.m. to 5 p.m. (ET)</p> <p>Phone: (502) 564-4394 E-mail: dacinfo@education.ky.gov Fax: (502) 564-3249</p>

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2019 Important Dates

Important dates are derived from the shipment option selected on the Administration Details Screen in PearsonAccess^{next}.

- Shipment Option 1: If your district is testing between 04/08/19 and 04/26/19, materials will arrive on 03/25/19.
- Shipment Option 2: If your district is testing between 04/29/19 and 05/10/19, materials will arrive on 04/08/19.
- Shipment Option 3: If your district is testing between 05/13/19 and 05/31/19, materials will arrive on 04/22/19.
- Districts testing after 06/03/19 will need to select Shipment Option 3.

Event	Shipment Option 1	Shipment Option 2	Shipment Option 3
Enter Administration Details in PearsonAccess ^{next} (Select a Shipment Option)	02/04/19–02/15/19		
Manage Participation Counts in PearsonAccess ^{next} , Verify Regular Counts and Enter Accommodated Materials Orders	02/04/19–02/15/19	02/04/19–03/01/19	02/04/19–03/15/19
Regular and Accommodated Testing Materials Arrive in Districts	03/25/19	04/08/19	04/22/19
Testing Window**	04/08/19–06/07/19*		
Enter Additional Orders for Regular and Accommodated Testing Materials (books, student response booklets, student combined booklets)	03/25/19–06/05/19	04/08/19–06/05/19	04/22/18–06/05/19
Enter Additional Orders for Return Shipping Materials (labels, boxes, etc.)	03/25/19–06/14/19	04/08/19–06/14/19	04/22/19–06/14/19
Makeup sessions can be completed during the five-day testing window or during the four days after the window ends while test materials are prepared for shipping. Districts have seven calendar days after the testing window ends to have all scorable materials ready for pick up and nine calendar days for nonscorable materials. Calendar days include holidays and weekends.			
Seven Calendar Days After Last Day of Testing	Districts must call UPS for pickup of scorable testing materials.		
Nine Calendar Days After Last Day of Testing	Districts must call UPS for pickup of nonscorable testing materials.		

***Dates are subject to change.**

****All Kentucky schools are testing during this window.**

Grade 11 2019 Important Dates

User	Action	Begin Date
Pearson	PearsonAccess ^{next} live and training sites available	Feb. 4
	Load student data into PearsonAccess ^{next}	Feb. 19
	Post DAC/BAC and Test Administrator Manuals (TAMs)	TBD
DAC	Create user accounts	Feb. 4
	Verify and update student registration	Feb. 19
	Create test sessions	Feb. 19
	Start and monitor test sessions	April 8 – June 7
BAC	Create user accounts	After DAC has created BAC account
	Verify student registration	Feb. 19
	Create test sessions	Feb. 19
	Start and monitor test sessions	April 8 – June 7
Technology Staff	Prepare online testing environment	<i>Before</i> testing occurs
	Configure TestNav 8 in PearsonAccess ^{next}	<i>Before</i> test sessions are created
	Precache test content	Apr. 2
Test Administrators	Review TAM	Early April
	Start and monitor test sessions	April 8 – June 7
Students	Practice Tests and TestNav 8 tutorials	March 19 – April 27

Grade 10 Field Test 2019 Important Dates

User	Action	Begin Date
Pearson	PearsonAccess ^{next} live and training sites available	March 4
	Load student data into PearsonAccess ^{next}	March 4
	Post DAC/BAC and Test Administrator Manuals (TAMs)	TBD
DAC	Create user accounts	March 6
	Enter Orders for Accommodated Materials	March 25
	Create test sessions	March 18
	Start and monitor test sessions	April 15 – April 26
BAC	Create user accounts	After DAC has created BAC account
	Create test sessions	March 18
	Start and monitor test sessions	April 15 – April 26
Technology Staff	Prepare online testing environment	<i>Before</i> testing occurs
	Configure TestNav 8 in PearsonAccess ^{next}	<i>Before</i> test sessions are created
	Precache test content/prepare test sessions	Apr. 1
Test Administrators	Review Test Admin Manual (TAM)	Early April
	Start and monitor test sessions	April 15 – April 26
Students	Practice Tests and TestNav 8 tutorials	<i>Before</i> testing
	Take Assessment	April 15 – April 26

New for 2019

Topic	General Information
Grade 10 Online Field Test	Students in grade 10 will participate in an online field test in reading and mathematics. The online field test does not provide student performance levels and student scores are not reported. The test window is April 15-26, 2019.
Grade 11 Online Operational Test	Students in grade 11 will participate in an online operational test in science and on-demand writing. Student performance levels and student scores are used to describe how well students perform on Kentucky-specific standards.
Foreign Exchange Students	Foreign exchange students enrolled in Kentucky public schools will participate in all state-required assessments.
Text Reader Available for High School	Text Reader is now available for high school students that have reader and technology listed on their Individualized Education Plans (IEPs), 504 Plans or Program Service Plans (PSPs).

Introduction

The 2019 Kentucky Performance Rating for Educational Progress (K-PREP) assessment in grades 3-8, 10 and 11 is a criterion-referenced model. Parts A and B are criterion-referenced items developed specifically to measure the Kentucky Academic Standards (KAS). Student performance levels (Novice, Apprentice, Proficient and Distinguished) are used to describe how well students perform on Kentucky-specific standards.

District Assessment Coordinators (DACs), Building Assessment Coordinators (BACs), and Test Administrators will use PearsonAccess^{next} (PAN) for the administration of the summative assessment grades 3-8 (paper based), grade 11 (online), and grade 10 (online field test). In this system, users can review and manage student data and student tests, set up and start testing sessions, print testing tickets, and monitor student test progress. School Technology Coordinators will work with DACs and BACs to ensure the set up for this system. The online tests are delivered to students through a downloadable application called TestNav 8. TestNav 8 is the tool in which students will complete the online tests. Technology Coordinators can prepare student workstations for testing by downloading TestNav 8 onto testing computers.

There are two key assessment themes for the 2019 K-PREP administration:

- **Data Quality**—collaborative process between the Office of Standards, Assessment and Accountability (OSAA) and school/district staff to ensure accurate reporting of test results.
- **Test Security**—checks and processes to monitor appropriate administration of state-required tests including seating charts, room location codes and a student honor code.

Part 1: Security Requirements and Responsibilities

Security requirements are included in this manual to protect the validity of the K-PREP assessment. **The term “secure test materials” in this document refers to paper-based and online student test booklets, test items, student combined booklets and used student response booklets (SRBs).**

Test security measures, with checks and processes to monitor appropriate administration of state-required tests, must be in place at all schools.

The *District and Building Assessment Coordinators’ (DAC/BAC) Manual* and the grade-specific *Test Administrator’s Manuals (TAMs)* have been created to assist school personnel in administering the K-PREP. District Assessment Coordinators (DACs) and Building Assessment Coordinators (BACs) must ensure all personnel are aware of the policies in this manual. Failure to follow proper procedures can result in an allegation and possible invalidation of scores or other disciplinary actions. Any violation or suspected violation of test security requirements in this manual must be reported to the BAC, the DAC and the Kentucky Department of Education (KDE) immediately.

Accommodations provided on all state assessments are to be identified in a current Individualized Educational Program (IEP), 504 Plan or Program Service Plan (PSP). It is critical that all accommodations that will be provided on the state assessment have been identified and discussed by all involved parties and guidelines have been followed as set forth in 703 KAR 5:070 Inclusions of Special Populations.

Responsibilities of DACs and BACs

DAC Responsibilities

- Create policies and procedures to ensure maximum security throughout the district in accordance with the requirements described in this manual and the *TAM*.
- Securely transfer materials (paper and online) to and from the district office to schools and testing facilities.
- Ensure BACs are aware of important dates, policies and procedures described in this manual and the *TAM*.

DAC and BAC Responsibilities

- Select and train all school personnel who will have access to the secure test materials. Access does not imply the review of individual test answers or the tests themselves.
- Conduct training on the *Administration Code for Kentucky’s Educational Assessment Programs (703 KAR 5:080)* and *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070)* for all test administrators prior to test administration.
- Ensure that all test administrators, who will be providing accommodations to students, are properly trained in the use and guidelines for both paper and online accommodations.

- Provide a copy of the *TAM* to every test administrator early enough to allow them to read the documents and ask questions.
- Schedule test sessions. Ensure that all test administrators are aware of the schedule and any subsequent changes.
- Confirm the number of test materials received and returned using the *School Test Materials Security Checklist (Example on Page 95)*. Complete Header Sheets to communicate the number of test materials returned. Note: The 2019 Header Sheet has grade 11 printed for the return of test materials at that grade. Please disregard as the grade 11 science and on-demand writing assessments are online.
- Complete required seating charts that affect all students and adults in the testing room. Seating Charts are collected and maintained for 12 months at the district office. Examples are included on the KDE website <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx> and in Appendix A of this manual.
- Ensure that test administrators bubble room location codes on the SRB or the student combined booklet indicating the room where each student is tested for each content area.
- Verify that test administrators read the student honor code aloud at onset of testing and collect student signatures on individual SRBs and student combined booklets.

Secure Test Materials

Confidentiality (paper-based and online)—Student Test Booklets, Test Questions, Student Response Booklets, Student Combined Booklets, and Student Responses

Caution: Test questions in the K-PREP are copyrighted, secure materials and may not be duplicated in any way.

- From receipt to return of testing materials, no school personnel may review, edit or share, either verbally or nonverbally, the contents of tests, student combined booklets, student response booklets (SRBs) or the content of the online tests without approval from KDE.
- Students may not be given access to test materials or the online test by any school personnel prior to testing.
- School personnel may not reproduce any portion of the test booklets, student combined booklets, or SRBs, except for transcription of responses by test administrators when materials are damaged (e.g., hazardous materials caused by nose bleed, torn pages, food contamination). Reproductions are limited to hand transcription. School personnel may NOT keep any hand-copied portions of the test used for transcription. School personnel may NOT audiotape, videotape, photograph, or photocopy materials.
- Student testing tickets are secure. If the DAC or BAC prints the tickets ahead of time, they must be stored in a secure area until the time of testing. Storage locations within classrooms must be secured with double locks.
- School personnel may NOT retain, discard, recycle, remove or destroy test booklets or student combined booklets without specific instruction from the DAC, BAC, KDE and/or Pearson.

- If secure test booklets are damaged, the DAC or BAC must contact Pearson Kentucky Customer Service at (888) 437-1430 for specific directions PRIOR to securely destroying the materials. Detailed information is on page 71. Report the type of secure test material (grade) damaged, the security barcode number from the upper right corner on the back cover of the test booklet and the school to which the test booklet was assigned.
- If SRBs are damaged, school personnel must contact the BAC or DAC and follow the detailed directions on page 71 prior to destroying the materials. If the damaged test material is a SRB, the serial number from the new booklet may be annotated in KDE's Student Data Review and Rosters (SDRR) application.
- If secure student combined booklets are damaged by bodily fluids, the DAC or BAC must contact Pearson Kentucky Customer Service at (888) 437-1430 for specific directions PRIOR to securely destroying the materials. Detailed information is on page 60. If student combined booklets are damaged otherwise and marked as VOID, they are returned with the school's nonscorable shipment. Detailed information is on pages 71-72.
- In accordance with OSHA rules, do not return test materials damaged by bodily fluids; they will not be processed or scored. These test materials must be securely destroyed.
- Report the type of test material (grade and form number [for science]) damaged, the security barcode number from the pre-printed demographic barcode (explained on page 68) or from the back cover of a blank student combined booklet (explained on page 66) and what school to which the booklet was assigned.

Inventorying and Tracking Materials

- Box 1 (white box) of each district's test material shipment includes a Pallet Detail document, District Overage and School Packing Lists, *and District and School Test Materials Security Checklists* with individual test booklet and student combined booklet security barcodes listed (See copies of the forms in the Appendix of this manual). Use these documents to verify the materials received and to indicate the materials that must be returned after testing. Store these documents in the school or district office for future reference if a discrepancy arises.
- The *District Overage and School Test Materials Security Checklists* help school personnel track the location of materials at all times.
- DACs and BACs must establish and follow document tracking procedures.
- Any irregularities regarding the use or tracking of documents or the information captured on them must be investigated. If a security breach is discovered, contact KDE immediately.
- Materials must be stored in a secure area when not in use for testing. Storage locations within classrooms must be secured with double locks.

Supervising Test Sessions With and Without Accommodations

Responsibilities While Supervising Test Sessions

- All tests, both paper and online, must be administered according to the procedures documented in the *TAM*.
- Test administrators may NOT leave students unsupervised at any time. Test administrators must focus their full attention on students and their testing environment while supervising testing.
- Content information or strategies for solving problems on classroom walls, bulletin boards or other surfaces (e.g., ceilings, floors, blinds, windows, or clothing) must be covered or removed during testing sessions in the testing room. Standard periodic tables need not be covered or removed.
- Reference sheets are provided by Pearson. Any other supplemental materials not listed in the section titled Approved Resource Materials are not permitted unless they are used in accordance with an approved accommodation. Use the approved reference sheets that arrive with test materials.
- Under no circumstances will a student be allowed to modify his or her response to a question in a part of the test that has been completed, nor will a student be allowed to work ahead in a part not yet administered. Active monitoring is required by the test administrators.

Responsibilities While Providing Accommodations

- Test administrators are responsible for providing appropriate accommodations as defined in Kentucky regulation *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070)*. In Part 4: Accommodations, key points of the regulation are summarized. Provide the required accommodations identified in the student's current Individualized Education Plan (IEP), 504 Plan or Program Services Plan (PSP) and used routinely and consistently throughout the year in instruction.
- Test administrators providing accommodations may NOT leave students unsupervised at any time. Test administrators must focus their full attention on students and their testing environment while supervising testing.

Reporting Student Cheating and Score Invalidation

Student cheating or jeopardizing test security is serious and in many cases leads to invalidation of test scores. Invalidation of scores impacts not only student results, but also may impact school/district and state test results.

Monitoring a test administration session requires more than distributing materials and keeping time. Test administrators are expected to monitor students closely to ensure that every student has a fair and equal chance to receive valid scores. A test administrator's responsibilities during paper and online testing include, but are not limited to, actively moving about the room to ensure that:

- * Students are working in the appropriate sections of the test booklet,

- * Students are answering questions in the correct areas of the SRB,
- * Students are answering questions in the correct areas of the student combined booklet,
- * Students are using appropriate resources,
- * Students are accessing only approved electronic devices,
- * Students are not talking to other students, are not looking at another student's work, and
- * Students are not in any way conducting themselves in a manner that would be considered inappropriate for the testing session.

A test administrator should also be attuned to student behavior before and after testing to monitor that secure material is not being shared in a manner which could include a face-to-face conversation or posting on social media.

Student

Inappropriate student behavior is not considered a testing allegation, but should be properly reported. Should it be determined by school/district staff that a student has cheated or jeopardized test security by revealing test information, specific steps should be taken to report the incident through the [Allegation Reporting Application](#) on KDE's website. The information should be entered into the application following the step-by-step directions on the website. Information regarding the incident should be gathered as soon as possible.

The information should include school/district name, testing room number, student name(s), State Student Identification number (SSID), test administrator's name(s), grade level, content area, form number if applicable, item numbers, a detailed description of what happened, how the situation was handled, date of incident, and any other information deemed to be pertinent. These details will allow KDE to remove a student's score. The schools should also use this information when determining disciplinary action for the student's misbehavior.

Test Administrator

It is considered an allegation when test administrators cause or allow inappropriate student behavior. The incident should be filed as an allegation using the same application and similar process as filing for student misbehavior. Test administrators may face consequences based on the outcome of the KDE investigation.

Testing Irregularities

Testing irregularities occur when set procedures are not followed. They include student or educator misconduct or a mishandling of secure test materials.

Any problems that occur during testing should be documented thoroughly by the personnel involved. Test administrators should forward this documentation to their BAC, who will pass it on to the DAC. If the problem concerns secure materials that have been jeopardized and there is the possibility of an allegation, the DAC must enter information in the Allegation Reporting Application on KDE's website <http://education.ky.gov/AA/distsupp/Pages/Allegation-Reporting.aspx>. If the irregularity does not concern secure material and there is no allegation concern, the documentation must be kept on file at the district office.

Alert Papers

An alert paper is any student response that raises concern about the safety or welfare of the student or others. In general, student responses should not be copied in part or whole. However, if an alert paper is found, the BAC or school administrator should be notified and the SRB or student combined booklet must be provided to the BAC immediately following the end of the testing session. The BAC or school administrator will then copy only the response. The copy must be kept secure as it is considered testing material. If another testing session is scheduled, the SRB or student combined booklet may be returned to the test administrator.

The BAC or school administrator is responsible for reporting the situation to proper school and district authorities, including the DAC. Those authorities should follow school or district policy for handling the situation. If there is a need for local authorities or parents to see the student response, security should be explained and a nondisclosure form signed by all parties before viewing the response. A copy of the nondisclosure form should remain on file at the district office. The nondisclosure form is located on KDE's website, <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>, and in Appendix A of this manual.

Student Pre-ID Listing

The Student Pre-ID Listing is a list of all students that have pre-printed SRBs or student combined booklets. The listing includes demographic information provided in the Student Data Review and Rosters (SDRR) application. The paper listing is included in the School Coordinator Kit. Below is an example of the Student Pre-ID Listing for the SRBs and on the following page is the listing for the student combined booklets. The barcode on the SRB listing is not associated with the security barcode number on the test booklet; it is the Pre-ID barcode number assigned to the student. The barcode listed on the Science listing **is** the security barcode for the student combined booklet.

If demographics are bubbled on a pre-printed student response booklet or student combined booklet, the pre-printed information overrides.

STUDENT PRE-ID LISTING

KENTUCKY SPRING 2019 K-PREP

School Code: 999999

School: SCHOOL NAME

District: DISTRICT NAME

Grade: 99

Student Name	Student ID	Date of Birth	Gender	SRB Barcode
LASTNAME1, FIRSTNAME1 A	9999999999	MM/DD/YYYY	F	999999999-9
LASTNAME2, FIRSTNAME1 B	9999999999	MM/DD/YYYY	F	999999999-9
LASTNAME3, FIRSTNAME1 C	9999999999	MM/DD/YYYY	F	999999999-9
LASTNAME4, FIRSTNAME1 D	9999999999	MM/DD/YYYY	F	999999999-9
LASTNAME5, FIRSTNAME1 E	9999999999	MM/DD/YYYY	F	999999999-9
LASTNAME6, FIRSTNAME1 F	9999999999	MM/DD/YYYY	F	999999999-9
LASTNAME7, FIRSTNAME1 G	9999999999	MM/DD/YYYY	F	999999999-9
LASTNAME8, FIRSTNAME1 H	9999999999	MM/DD/YYYY	F	999999999-9
LASTNAME9, FIRSTNAME1 I	9999999999	MM/DD/YYYY	F	999999999-9
LASTNAME10, FIRSTNAME1 J	9999999999	MM/DD/YYYY	F	999999999-9
Total Students: 99999				

School Code: 999999

SEQ: 99999

Note: The barcode listed above is the barcode number to the student's pre-printed SRB and **NOT** the security barcode assigned to the test booklets.

STUDENT PRE-ID LISTING**KENTUCKY SPRING 2019 SCIENCE****School Code:** 999999**School:** SCHOOL NAME**District:** DISTRICT NAME**Grade:** 4

Student Name	Student ID	Date Of Birth	Gender	Barcode
LASTBDNAMEAAB, BDFIRSTAAM A	1459870402	/2/10/03/1	M	000006093-3
LASTBDNAMEAAB, BDFIRSTAAM A	1459870402	/2/10/03/1	M	822733027-8
LASTBDNAMEAAC, BDFIRSTAAN W	1459870403	/2/13/03/1	M	000006094-1
LASTBDNAMEAAC, BDFIRSTAAN W	1459870403	/2/13/03/1	M	822733026-0
LASTBDNAMEAAD, BDFIRSTAAO S	1459870404	/2/07/04/0	F	000006095-0
LASTBDNAMEAAD, BDFIRSTAAO S	1459870404	/2/07/04/0	F	822733025-1
LASTBDNAMEAAE, BDFIRSTAAP X	1459870405	/2/13/02/1	F	000006096-8
LASTBDNAMEAAE, BDFIRSTAAP X	1459870405	/2/13/02/1	F	822733024-3
LASTBDNAMEAAF, BDFIRSTAAQ R	1459870406	/1/99/01/2	F	000006097-6
LASTBDNAMEAAF, BDFIRSTAAQ R	1459870406	/1/99/01/2	F	822733023-5
LASTBDNAMEAAZ, BDFIRSTAAR J	1459870407	/2/04/07/2	M	000006098-4
LASTBDNAMEAAZ, BDFIRSTAAR J	1459870407	/2/04/07/2	M	822733022-7
LASTBDNAMEAAZ, BDFIRSTAAR Q	1459870401	/1/99/12/1	M	000006099-2
LASTBDNAMEAAZ, BDFIRSTAAR Q	1459870401	/1/99/12/1	M	822733021-9
Total Students: 14				

Note: The barcode listed above is the security barcode number for the student combined booklet.

Online Student Listing/Roster

The Student Listing/Roster is a list of all students that have been pre-loaded to PAN. The listing/roster includes demographic information provided in the Student Data Review and Rosters (SDRR) application. To view the student's listing/roster log on to PAN, go to Setup→Students. Select the Search dropdown to show all results. You can select the check-box next to the student or student's you'd like to view or update.

Test Forms

Forms per grade listed below:

- Grades 3 – 8 reading, mathematics, social studies and on-demand writing have one form
- Grades 4 and 7 science have 4 forms
- Grade 10 field test reading has 10 forms
- Grade 10 field test mathematics has 5 forms
- Grade 11 science has 4 forms
- Grade 11 on-demand writing has one form

Calculator Use Policy for State Testing

In order to create a test administration that provides every student with a fair and equitable assessment opportunity, KDE has developed a calculator policy. Following this policy will ensure that all students have a measure of their academic achievement that is comparable to all students across the state.

The KDE calculator policy applies to all state assessments (e.g. K-PREP Grades 3-8, 10 and 11. The ACT calculator policy applies to the ACT assessment. Both of these policies apply to all students, including those who receive test accommodations with an Individualized Education Program (IEP) or 504 Plan.

In some rare instances, a student with an IEP or a 504 Plan might use a device not listed on the approved calculator list. The District Assessment Coordinator (DAC) must submit a written request to the Office of Standards, Assessment and Accountability (OSAA) for permission allowing a student to use the device not included on the list. The calculator waiver form is available on the KDE website at <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>. OSAA will consider the request, which will include reviewing IEPs or 504 plans, to determine if the device is part of the plan and whether it would provide an unfair advantage on state assessments.

Prohibited Computer Applications, Programs and Documents

During test administration, all applications, programs or documents built-in, created or downloaded on calculators are prohibited for use on state assessments. This includes all applications and programs with a computer algebra system (CAS)¹. Some permitted calculators have suppression functions, such as Press to Test, that disable applications and use of documents for testing purposes. If available, the suppression function may be used on permitted calculators to deactivate prohibited applications and programs²; however, all stored documents must be removed.

Prohibited Calculators

The following types of calculators are **prohibited**:

- calculators with built-in or downloaded computer algebra system functionality
Prohibited calculators in this category include:
 - Texas Instruments: All model numbers that begin with **TI-89** or **TI-92** and the **TI-Nspire CAS**—Note: The TI-Nspire (non-CAS) is permitted.
 - Hewlett-Packard: HP Prime, HP 48GII and all model numbers that begin with HP 40G, HP 49G, or HP 50G
 - Casio: fx-CP400 (ClassPad 400), Algebra fx 2.0, ClassPad 300 and ClassPad 330, and all model numbers that begin with CFX-9970G
- Hand-held, tablet, or laptop computers, including PDAs
- electronic writing pads or pen-input devices—Note: The Sharp EL 9600 is permitted.
- calculators built into cell phones or any other electronic communication devices
- calculators with a keypad (letter keys in QWERTY format)—Note: Letter keys not in QWERTY format are permitted.

Calculators Permitted with Modification

The following types of calculators are **permitted, but only after they are modified as noted**:

- calculators that can hold programs or documents—Remove all documents and remove all programs that have computer algebra system functionality
- calculators with paper tape—Remove the tape
- calculators that make noise—Turn off the sound
- calculators with an infrared data port—Completely cover the infrared data port with heavy opaque material such as duct tape or electrician's tape (includes Hewlett-Packard HP 38G series, HP 39G series and HP 48G)
- calculators that have power cords—Remove all power/electrical cords

Permitted Calculators

Students may use any four-function, scientific, or graphing calculator, as long as:

- ✓ It is not on the list of **Prohibited Calculators**.
- ✓ All applications, programs and documents have been removed or deactivated as described in the **Prohibited Computer Applications, Programs and Documents section**.
- ✓ Proctors have made necessary modifications based on the **Calculators Permitted with Modification section**.

¹Calculators with a Computer Algebra System (CAS) are capable of producing symbolic results. These calculators can manipulate algebraic expressions, performing operations such as factor, expand and simplify. In addition, calculators with CAS can give answers in exact form without numerical approximations (Wikipedia). Some examples of applications with CAS functionalities: all versions of Zoom-Math, APP4MATH, F2K, Allmath and Polynomials All in One.

²Knowledgeable school staff may need to assist students in reinstalling or reactivating suppressed applications after testing is complete.

Calculator Use Policy for Online Testing (High School)

Providing the online calculators within the TestNav system further standardizes the assessment. All students using the same calculator adds to the validity of Kentucky's state test. Valid inferences about students' knowledge and/or skills can be made.



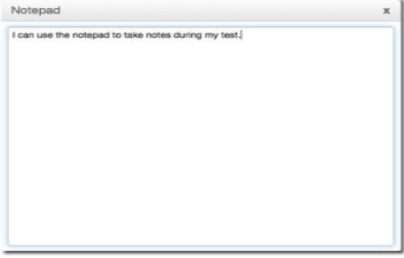
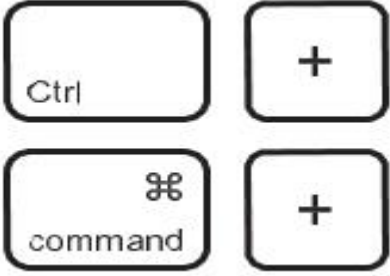
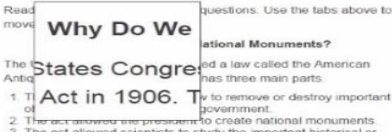

Desmos Graphing and Scientific calculators will be available for high school students to use in TestNav for the Grade 10 mathematics field test, and the Grade 11 science (graphing calculator only) operational test. Either a scientific or graphing calculator will appear on the online screen on certain questions that allow a calculator when the **Calculator** button is selected. To move the calculator, students will select the calculator and drag it. Students can select the buttons or use their keyboard to use the calculator. Selecting the **Calculator** button again closes the calculator.

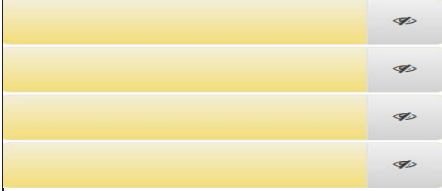
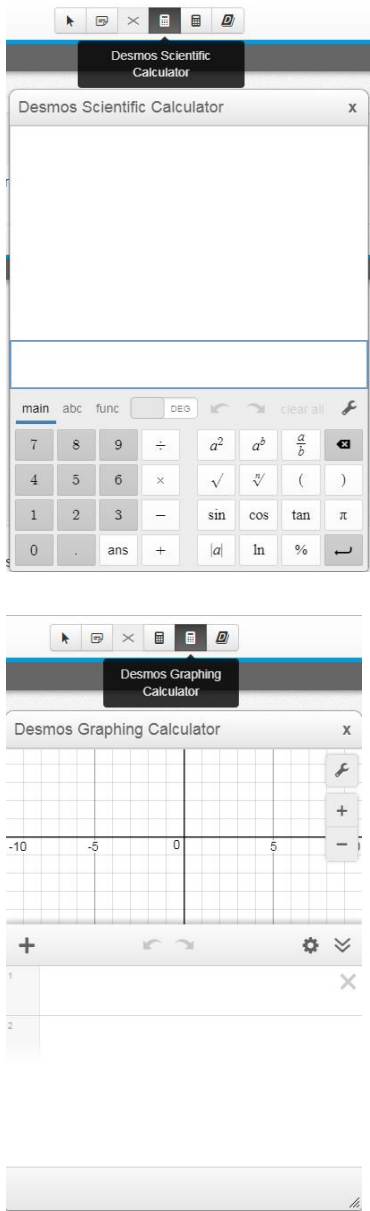
The Desmos online calculators are available for free to all students now and throughout the school year. They may be used by students during instruction to plot functions, create tables, make graphs, etc. at Desmos.com.


Accommodated students taking assessments offered on paper (e.g. large print) may use an approved hand-held calculator (see prior page) from the high school calculator policy. Accommodated students needing a hand-held calculator not on the high school calculator policy, may apply to use an unapproved calculator.

Tutorial videos are available for practice and guidance on the Desmos site.

Online Resources Available Through TestNav 8

Tool Icon	Tool Name and Description
	Pointer —Use to select on screen and to place the cursor in an answer box, plot points, select one or more answers, and drag information from one location to another.
	Answer Eliminator —Use to eliminate (cross off) answer options. This tool functions with multiple-choice and multiple-select items.
	Notepad —Use to type notes while testing.
	Zoom In/Out —Use to zoom in or out on a test page using keyboard shortcuts. Windows: [Ctrl] and [+] to zoom in [Ctrl] and [-] to zoom out [Ctrl] and [0] to reset to default Mac: [Cmd] and [+] to zoom in [Cmd] and [-] to zoom out [Cmd] and [0] to reset to default
	Magnifier Tool —Use to magnify text, by dragging over it.
	Line Reader —selecting this will place a mask on the screen which the student may place over text or test questions. The line reader mask has a window, which shows only one line of text. The student must drag the mask down over the text in order to read it. The student can resize the mask and the window. This mask must be selected for each passage or question after the student moves backward or forward in the test. To remove the line reader mask, in the dropdown the student selects <i>Hide Line Reader Mask</i> .

	<p>Answer Masking—selecting this will place a mask over each multiple-choice answer choice. The student may uncover an answer choice by selecting the gray box with the image of an eye. Once enabled, the answer mask will be present on all multiple-choice questions. To stop the answer choice masking, the student enters the dropdown menu and selects <i>Disable Answer Masking</i>.</p>
	<p>Calculator—Use to aid in calculation</p> <p>Desmos-Scientific Calculator</p> <p>Desmos-Graphing Calculator</p> <p>To move the calculator on the screen, select the calculator and drag it. If you move the calculator or pan in the graphing window, the keyboard will be put away. To display the keyboard again, select the expression line in the viewing window.</p>



The screenshot shows the Merriam-Webster website. At the top, there are navigation tabs: 'Dictionary' and 'Thesaurus'. The 'Dictionary' tab is selected. Below the tabs, there is a search bar with the word 'main' entered. To the right of the search bar, there are three entries for 'main': 'main (noun)', 'main (adjective)', and 'Main (geographical name)'. A red box highlights the 'main (adjective)' entry, and a red button labeled 'Select an entry' is next to it. The 'main (adjective)' entry is expanded, showing its pronunciation and several definitions.

Dictionary and Thesaurus

Can switch between both using the tabs in the top right corner.

Approved and Unapproved Testing Resources

Approved Resource Materials (grades 3-8)

Grades	Content Area Approved Resource Materials
3–8	<p>All content areas/test parts (provided by school)</p> <ul style="list-style-type: none"> ➤ No. 2 pencils only (no mechanical pencils or pencils that differ in hardness of lead) ➤ Extra lined, plain or graph paper (scratch paper) ➤ Scratch paper is allowed for all content areas, except for on-demand writing. All scratch paper must be returned to the BAC to be destroyed. ➤ Erasers
3–8	<p>Mathematics</p> <ul style="list-style-type: none"> ➤ Calculators (required for all mathematics parts, except for the no-calculator part of the test) ➤ Protractors or angle rulers (classroom supply) <ul style="list-style-type: none"> • Grades 4 and 7 ➤ Mathematics Reference Sheet for grades 7 and 8 (provided by Pearson) ➤ Rulers (provided by Pearson) <ul style="list-style-type: none"> • 1/4-inch and centimeter increments in grade 3 • 1/8-inch and centimeter increments in grades 4–6 • 1/16-inch and centimeter increments in grades 7 and 8 <p>Note: See Appendix A for K-PREP ruler samples.</p>
5 and 8	<p>On-Demand Writing</p> <ul style="list-style-type: none"> ➤ Thesauri ➤ Dictionaries ➤ Writer’s Reference Sheet (provided by Pearson) <p>Note: No scratch paper is allowed for on-demand writing. A pre-write space is provided for grades 5 and 8 on-demand writing.</p>
4 and 7	<p>Science</p> <ul style="list-style-type: none"> ➤ Calculators (Optional)

Unapproved Resource Materials (grades 3-8)

Students are NOT permitted to use the tools and resource materials listed below:

- Books other than those specified above (e.g., encyclopedias, textbooks)
Note: Once testing has been completed and a student's testing materials have been removed from the testing station, the student may read non-content material. Policy may vary by district.
- Copies of acronyms
- Graphic organizers
- Computers (paper testing only)
- Editing devices (e.g., spell-checker or grammar-checker)
- Cell phones, Smart phones, iWatches or similar wrist devices with Internet access
- Electronic devices (e.g., iPods, or other music players, pocket translators, PDAs)
- Ink pens
- Highlighters
- Scratch paper is not allowed for on-demand writing at grades 5 and 8. A pre-write space is available for students at grades 5 and 8.

Online Approved Testing Resources (grades 10 and 11)

Students are permitted to use the tools and resource materials listed below:

- Student Test Tickets (Testing Tip: Student Test Ticket may be used as scratch paper and then be securely destroyed after testing.)
- Dictionary (on-demand writing only)
- Thesaurus (on-demand writing only)
- Scratch paper (all subjects)
- Pencil for use with scratch paper
- Hand-held calculators may be used by accommodated students taking a paper-based format; accommodated students with technology marked on their IEP may use a hand-held calculator when taking the online assessment.

Online Unapproved Resource Materials (grades 10 and 11)

Students are NOT permitted to use the tools and resource materials listed below:

- Books other than those specified above (e.g., encyclopedias, textbooks)
- Copies of acronyms
- Graphic organizers
- Editing devices (e.g., spell-checker or grammar-checker)
- Cell phones, Smart phones, iWatches or similar wrist devices with Internet access
- Electronic devices (e.g., iPods, or other music players, pocket translators, Smartwatch, PDAs)

- Hand-held calculators (unless the student has an approved KDE waiver on file). Hand-held calculators may be used by accommodated students taking a paper-based format; accommodated students with technology marked on their IEP may use a hand-held calculator when taking the online assessment.

Note: Students with IEPs, 504 Plans or PSPs may have some of these resources as outlined in their educational plan, and if it is an allowable option on the assessment.

Part 2: Accountability and Testing Verifications

Overview

K-PREP assessments are administered to all students enrolled in a Kentucky public school on the first day of the five day spring summative testing window. The Spring 2019 K-PREP is required and the state will publicly report student performance and school, district and state results. Five content areas (reading, mathematics, science, social studies, and writing) are assessed in grades 3–8. Science and on-demand writing are assessed in grade 11.

Students in grade 10 will participate in an online field test in reading and mathematics. **The online field test does not provide student performance levels and student scores are not reported.** The test window is April 15-26, 2019.

Student Data Review and Rosters (SDRR) Application

KDE's electronic SDRR application is used for the collection of student rosters, requesting non-participations and for data review.

Schools and districts are required to identify which students taking the 2019 K-PREP have been enrolled for 100 instructional days, beginning on the first day of the school/district's five-day spring summative test window. **Schools and districts must provide a student's 100 day status in SDRR for grades 3–12.**

Importance of Accurate Student Information

A SRB and/or a student combined booklet must be completed and returned for scoring, for every student enrolled on the first day of the five-day spring summative test window. The only exceptions are: a student participating in the Alternate K-PREP, or a student with an approved non-participation request. If a request for a student non-participation is made, this information must be requested in SDRR. A SRB or student combined booklet must be returned for all students **taking** the 2019 K-PREP. An important step in obtaining accurate data is verification and completion of student information in Infinite Campus (IC). All demographic changes must be made in IC, KDE's authoritative source of student information.

Accurate reports for federal accountability and state reporting are an absolute requirement. Districts and schools must check and verify the demographic data used to generate reports **for each student**. IC provides the data system for this critical data verification process.

Note: Remember to update and verify student data in IC, including the two-part race/ethnicity question.

Pre-Administration

Enrollment Verification and Ordering Accommodated Materials

Enrollment and accommodated materials selection data are used to prepare your school-level K-PREP test materials shipment.

Based on this data, each shipment will include enough test materials for the number of general assessment students included on the roster as of the task deadline, plus some overage (5 percent per school and 3 percent per district). The deadline is determined by the district's testing windows.

Each shipment will also include appropriate accommodated materials for the students identified in PearsonAccess^{next} requiring Braille, large-print, text reader, or audio materials.

Note: If you did not verify your roster or identify students requiring accommodated materials, you must order these materials through the additional materials ordering process. **You must inventory your test materials shipment before placing orders for additional materials.** See Additional Orders of Test Materials on page 64 if you are a BAC. If you are a DAC, see page 53.

Pre-Printed Student Response Booklet and Student Combined Booklet Updates

Pre-printed SRBs and student combined booklets help ensure data accuracy and that each scorable booklet can be matched to a student data record in SDRR. The student data printed on the SRB and student combined booklet allows school staff to identify the student and to verify that the student information is correct. If the demographic information on a pre-printed SRB or student combined booklet is incorrect, a blank booklet must be hand-gridded with the correct demographic information. Write VOID with black marker on the incorrect SRB or student combined booklet.

Once testing is complete all voided SRBs will be returned to the BAC or DAC to be securely destroyed. When a new SRB is assigned to the student, the serial number may be annotated in SDRR.

Once testing is complete all voided student combined booklets that are not soiled by bodily fluids, are to be returned with the school's nonscorable shipment. When a new student combined booklet is assigned to the student, the serial number may be annotated in SDRR and the secure barcode recorded on the *District/School Security Test Materials Security Checklist*.

During Administration

Student Reporting

Reporting is based on where the student was enrolled for a full academic year (any 100 instructional days during the current school year, including the first day of the school/district's five-day spring summative test window). Reporting for every student must be marked in SDRR. **If no selection is made, reporting will default to the testing school.** Districts and schools must verify 100-day status for all students listed on their student rosters.

Students who are not attending an A1 school but are enrolled in an alternative program (non A1), such as students attending Kentucky School for the Deaf, Kentucky School for the Blind, Gatton Academy, Craft Academy, I-Lead, etc., will participate in K-PREP and the online field test, and are reportable to the A1 school they would attend if not enrolled in the alternative program.

Students enrolled in an alternative program for an entire year without any enrollment in an A1 school shall be reportable to the district.

Demographic Data

Demographic data updates are made in Infinite Campus (IC) for student rosters and for data review. Demographic data are a critical component for reporting of student populations. Schools and districts must be committed to data accuracy for each and every student.

Verifying Student Testing Rosters

Student data are organized in SDRR through student rosters. There is one student roster for each grade (3-12) within a school and it includes students participating in the K-PREP. Alternate K-PREP students are listed on separate rosters in SDRR.

The SDRR student roster application is used to do the following:

- Review all student records for a particular grade and school.
- Add/delete students to/from the roster.
- Determine 100-day students.
- Request electronic non-participations.
- Enter appropriate annotations.
- Download, print and save the student roster for future reference.

Student testing rosters must reflect student enrollment on the first day of the school/district's five-day spring summative test window. Students who are enrolled but not participating in the K-PREP must be included on the school's rosters. The student's information should be updated by completing the non-participation status section. Students participating in the Alternate K-PREP are included on a separate roster in SDRR.

Note: If an Alternate K-PREP student is listed on the K-PREP roster, annotate and delete off the K-PREP roster and add to the Alternate K-PREP roster in SDRR.

Districts/schools **must** use the formatted testing roster from SDRR. The roster includes information beyond regulatory requirements to assist DACs and school personnel in the data review process.

Assessment Regulations

The state assessment and accountability program is governed by the following assessment regulations:

- *703 KAR 5:070 Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (January 2016)*

- *703 KAR 5:080 Administration Code for Kentucky's Educational Assessment Programs (February 2014)*
- *703 KAR 5:140 Requirements for School and District Report Cards*
- *703 KAR 5:225 School and District Accountability, Recognition, Support and Consequences*
- *703 KAR 5:230 Next-Generation Instructional Programs and Support*
- *703 KAR 5:240 Accountability Administrative Procedures and Guidelines*
- *703 KAR 5:270 Kentucky's Accountability System*

These regulations outline the legal requirements of the state assessment program for schools and districts. Annually, all individuals administering or overseeing administration of the state-required assessments must be trained on the *Administration Code for Kentucky's Educational Assessment Programs (703 KAR 5:080)*. Any individual providing accommodations for students in special populations must **also** be trained on the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070)*.

Accommodations are intended to provide support for students during instruction to access and learn content as well as to demonstrate content achievement during assessment.

Accommodations do not reduce learning expectations and are not intended to be a substitution for specific instruction. The Inclusion regulation outlines the accommodations permitted on the state-required assessments. Section 2 of that document provides specific directions for administering assessment accommodations. Support materials for training teachers on the *Administration Code for Kentucky's Educational Assessment Programs (703 KAR 5:080)* and *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070)* are posted on KDE's website, www.education.ky.gov.

Part 3: Who Should Be Tested

Students Tested

All students enrolled in grades 3 through 8 and 11, including newly enrolled students, must take the K-PREP unless they are participating in the Alternate K-PREP. Each school must test every student who is enrolled in the school on the first day of the school/district's five-day summative test window. Students may not be excluded from testing because of poor academic performance, absenteeism or discipline problems.

Note: Grade 10 students will participate in a reading and mathematics field test.

Students who are required to test include the following:

- Students with disabilities
- Foreign exchange students
- Students who are retained
- Students who move during testing
- Students receiving home/hospital instruction
- Students experiencing a minor medical emergency
- English Learners (ELs) in their second year (or beyond)
- EL students in their first year must attempt mathematics and science where tested at that grade.

Please see the following sections for more information on testing students who fall into these categories.

Retained Students

A student retained in a grade in which state-required assessments are administered shall participate in the assessments for that grade again and shall continue to be included in all reporting calculations.

Foreign Exchange Students

Foreign exchange students enrolled in Kentucky public schools will participate in all state-required assessments. Foreign exchange students will be included in accountability calculations, if the student has met the 100 day requirement.

Grade Level Testing

If a student is double promoted or otherwise skips a grade in the normal progression of grades primary through grade 12, the student will not take the state-required assessments associated with the grade being skipped.

Students With Disabilities

Students with disabilities must take the K-PREP unless they are participating in the Alternate K-PREP. Students with disabilities may participate with or without accommodations. (See Part 4: Accommodations for more information.)

Students Who Move During Testing

Sending District

If a student transfers to another Kentucky school or withdraws on or after the first day of the testing window, the sending school is responsible for:

- Sending student materials to the new school (if student started testing).
- Requesting a non-participation in SDRR.

If a student moves to a private or out-of-state school, the school must:

- VOID the student materials (grades 3-8), and return to the BAC or DAC to securely destroy.
- Annotate and delete off the roster in SDRR.
- For grades 4 and 7, VOID the student combined booklet and return it with the school's nonscorable test materials.

Note: If a student withdraws **prior** to the testing window, annotate and delete off the roster in SDRR. Void the SRB and the BAC or DAC will securely destroy. If the student is in grade 4 or 7, VOID the student combined booklet and return it with the school's nonscorable test materials.

Receiving District

If a student officially enrolls in a school before the end of the first day of the testing window, or **after** the testing window has started, the school is responsible for the following:

- Verifying the testing progress of a student.
 - If materials were received, continue testing where the student stopped.
 - If materials were not received, contact the sending school/district to verify testing progress and request any necessary materials. Be sure to determine the number of questions answered in the secure test booklet or student combined booklet. Verify if accommodations were provided accurately.
- Testing that student if he or she has not tested in the previous school.

If materials are received from the student's former school,

- Continue testing the student using the former school's testing materials.
- Return that student's test materials to the former school/district for return shipping immediately upon completion of the assessment (using certified mail or hand deliver).

If materials were not received from the student's former school,

- Update SDRR to include the student, assign 100-day rule and annotate accordingly.
- Test the student using test materials from your inventory.

- Bubble the student information page completely on the SRB or student combined booklet. The student will be assigned a novice performance level for any non-tested areas.
- Return the completed SRB or student combined booklet with scorable test materials from the new school.
- Note: Contact the Office of Standards, Assessment and Accountability (OSAA) at (502) 564-4394 for directions if the former school/district has already returned testing materials.

Medical Emergency

An injured student whose injury is not serious enough to warrant a medical non-participation request should receive appropriate accommodations that enable the student to participate in the assessment. Some examples of medical emergencies and appropriate accommodations follow:

- Broken arm—use a scribe
- Broken eyeglasses—use a reader and/or scribe
- Leg in traction without sedating/sedative medication—give test at home or in hospital

To document a medical emergency, the BAC must do the following:

- Notify the DAC as situations occur.
- Complete the Medical Emergency Form (paper version) and keep on file in the district.
- Annotate in SDRR (optional for record keeping), stating that an accommodation was used due to an injury or medical condition.

The Medical Emergency Form is located on KDE's website, <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>. For a sample Medical Emergency form, see Appendix A of this manual.

English Learners (ELs)

English Learners (ELs) must be included on student rosters and must participate in the K-PREP if they were enrolled on the first day of the school/district's five-day spring summative test window. The means and the degree of participation are determined by the length of time enrolled in U.S. schools.

- EL students who are in their **first year** in U.S. schools are required to attempt an English Language Proficiency (ELP) test (in grades K through 12) and take the K-PREP mathematics (3–8) and science (4, 7 and 11) assessments for participation. **For participation, EL students must answer a minimum of four multiple-choice questions or one constructed-response question on any part of the mathematics and science tests.**
- EL students who are in their **second year** or later of enrollment in U.S. schools shall participate in all K-PREP content areas and be included in reporting.

A student is identified as an English language learner (EL) through a collection of survey and assessment results. The steps described below should be followed to identify an EL student.

Upon entering the district, all students should be provided a Home Language Survey (HLS) that includes the following four questions:

- What is the language most frequently spoken at home?
- Which language did your child learn when he or she first began to talk?
- What language does your child most frequently speak at home?
- What language do you most frequently speak to your child?

If the answer to any one of these is a language other than English, the student should be given the WIDA ACCESS placement test (K W-APT (Kindergarten); WIDA Online Screener (Grades 1-12)). If the student scores an overall composite of less than a 4.5 for grades 1 through 12 on the W-APT, they are considered EL and are eligible for services. Kindergarten students cannot exit until after grade 1 ACCESS. Kindergarten students will be eligible for services and considered EL regardless of their scores on the K W-APT.

Once the EL student is identified, a PSP must be written for the student based on his or her individual language needs, and school personnel must meet with the parents to discuss the K W-APT results and the goals for the student.

The Home Language Survey, K W-APT/WIDA Online Screener testing, PSP, and parent meeting must occur within the first 30 days of the school year. If a student moves in later in the school year, the district has two weeks to comply with these requirements.

Every identified EL student has to take an English Language Proficiency (ELP) test annually to meet federal requirements. The current exit criteria for an EL student on the ELP assessment ACCESS for ELLs® is an overall composite of a 4.5 on a Tier B or C. The following tables illustrate the state assessments required for EL students.

1st Year	ELP	Criterion Referenced Test					College Admissions Exams	
Grade Level	WIDA	K-PREP						
	ACCESS	Reading	Mathematics	Science	Social Studies	On-Demand Writing	ACT	Field Test
K	X							
1	X							
2	X							
3	X	O	X**					
4	X	O	X**	X**				
5	X	O	X**		O	O		
6	X	O	X**					
7	X	O	X**	X**				
8	X	O	X**		O	O		
9	X							
10	X							X** Reading (optional) and Mathematics (required)
11	X			X**		O	O	
12	X							

X= Required

O=Optional

** = required for participation as part of Federal requirements (K-PREP mathematics and science; field test)

Note: ELP=English Language Proficiency

Writing: On-Demand Writing- Grades 5, 8, and 11

2 nd Year	ELP	Criterion Referenced Test					College Admissions Exams	
Grade Level	WIDA	K-PREP						
	ACCESS	Reading	Mathematics	Science	Social Studies	On-Demand Writing	ACT	Field Test
K	X							
1	X							
2	X							
3	X	X	X					
4	X	X	X	X				
5	X	X	X		X	X		
6	X	X	X					
7	X	X	X	X				
8	X	X	X		X	X		
9	X							
10	X							X Reading and Mathematics
11	X			X		X	X	
12	X							

X= Required

O=Optional

Note: ELP=English Language Proficiency

Writing: On-Demand Writing- Grades 5, 8, and 11

Students Receiving Home/Hospital Instruction

Students enrolled in the district and whom are taught at home or are in a hospital setting will participate in the K-PREP. Therefore, instructors of home/hospital students must be notified, trained and supplied with the necessary materials in time to test these students within the testing window. However, if a student's illness or injury is such that participation in the assessment would pose a threat to the student's well-being, a medical non-participation may be requested for the student. See Medical Non-Participation below for more information regarding the steps involved in ensuring a student who qualifies for a medical non-participation is accounted for accordingly.

Students Not Tested

A student would not participate in the K-PREP if he or she meets one of the following criteria:

- Participates in the Alternate K-PREP
- Is expelled and not receiving services as provided for in KRS 158.150(2)
- Is medically unable to take the assessment
- Moves out of Kentucky public schools during the testing window
- Is in a situation allowing him or her to qualify for an extraordinary circumstance non-participation
- Enrolled at Job Corp Centers

Note: An electronic submission of a non-participation request does not guarantee approval. Do not wait to receive approval from KDE to indicate non-participation in SDRR, or to return all test materials for students, pending approval of non-participation requests. Return all test materials by the shipment deadline. **Student response booklets should not be returned if a medical or extraordinary non-participation request has been approved. Grade 4 and 7 student combined booklets should be marked as VOID and returned with nonscorable test materials even if a non-participation request has not been approved.**

Students Participating in the Alternate K-PREP

Students who meet the Kentucky Alternate Assessment Participation Guidelines will not take the K-PREP. **SRBs and student combined booklets should not be received nor completed for alternate assessment students.** If a pre-printed SRB is received for a student that will be participating in the Alternate K-PREP, the SRB is to be voided and the BAC will securely destroy. If a pre-printed student combined booklet is received for a student that will be participating in the Alternate K-PREP, the student combined booklet is to be voided and returned with the nonscorable test materials. Alternate Assessment students are included on the Alternate K-PREP roster in SDRR.

Medical Non-Participation

A student's handicapping condition cannot be the basis for a medical non-participation. However, if a student is ill or so medically fragile that he or she is unable to complete the state-required assessment, even in a homebound situation with accommodations provided, a school may choose to request a medical non-participation for the student. If you are unsure whether a student qualifies for a medical non-participation, please contact the Division of Assessment and Accountability Support at (502) 564-4394.

The Medical Non-Participation Form can be found on KDE's website, <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>. For a sample Medical Non-Participation Form, see Appendix A of this manual.

Extraordinary Circumstance Non-Participation

Students may qualify for an extraordinary circumstance non-participation if they:

- Should not be tested for any reason not already listed in this section, and
- Do not qualify for a medical non-participation.

Examples of extraordinary circumstance include the following:

- Parental kidnapping
- Child in protective custody
- Traumatic event
- Death of immediate family member

The Extraordinary Circumstance Form can be found on KDE's website, <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>, and in Appendix A of this manual.

Non-Participation Checklist

- Notify the BAC and/or DAC before any non-participation requests are made.
- Complete the appropriate non-participation form (Medical or Extraordinary Circumstance), collecting signatures from the student's doctor (if necessary), parent or guardian, and DAC (keep on file in the district).
- Document the details from the medical and extraordinary circumstance non-participation electronically in SDRR.

Note: Do not return pre-printed SRBs for students with approved non-participation requests. **The booklets shall be securely destroyed. Student combined booklets should be marked as VOID and returned with nonscorable test materials even if a non-participation request has not been approved.**

Part 4: Accommodations

Students With Disabilities Using Accommodations

Accommodations are intended to provide support for students during instruction to access and learn content as well as to demonstrate content knowledge during assessment.

Accommodations shall be individualized and specifically designed to aid the student as the student learns, being faded or reduced as the student gains/demonstrates increased skill and confidence, and moves toward greater independence. Accommodations shall not inappropriately impact the content being measured. In all components of the state-required assessment, a student shall be the sole creator, author, decision-maker, and owner of his/her own work.

With very few exceptions, all students in grades 3 through 8, and 11 will participate in the K-PREP. (Students in grade 10 shall participate in the reading and mathematics field test as appropriate.) Students may be provided with assessment accommodations, based on evaluation data, if the following criteria are met:

- The accommodations must be identified in the student's current IEP, 504 Plan or PSP.
- The student must have routinely received the accommodation throughout the year during classroom instruction. Accommodations should not be added for the sole purpose of use on state-required assessments.
- The accommodations shall not impact the content validity being measured.
- All accommodations shall be provided in accordance with regulation 703 KAR 5:070 as outlined by a student's placement team or Admissions and Release Committee (ARC), unless the student specifically refuses such accommodations.

Many accommodations used in the instructional program for students with disabilities are permitted for testing as long as they do not give the student an unfair advantage. For example, if a student normally wears noise buffers while working, this accommodation can be used during testing.

Occasionally, noncertified staff members or volunteers provide accommodations for students. Please note that such people should receive thorough training and are required to sign the nondisclosure form found on KDE's website, <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>.

Training must include two regulations, *703 KAR 5:070—Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* and *703 KAR 5:080—Administration Code for Kentucky's Educational Assessment Programs*. Assessment regulations and training materials are on KDE's website, www.education.ky.gov.

Specific accommodations used for assessments are maintained in the student's IEP, 504 Plan or PSP, and are no longer collected in SDRR.

Authorized school personnel must also update the student's information in Infinite Campus (IC) to indicate if accommodations were used during testing. There are a variety of assessment

accommodations that may be used for students with disabilities on the K-PREP, including the following:

- * Use of assistive technology
- * Manipulatives
- * Reader
- * Scribe
- * Paraphrasing (Directions only)
- * Calculator
- * Extended time
- * Reinforcement and behavior modification strategies
- * Interpreters for students with deafness or hearing impairment (signing)
- * Simplified language support for ELs (Directions only)
- * Oral native language support for ELs

The following information summarizes how to specifically administer accommodations. Test administrators providing accommodations must have completed training on *703 KAR 5:070*. Accommodations shall not be designed or provided solely for the state-required assessment, or to lead a student to any specific answer. Specific accommodations used for assessments are maintained in the student's IEP, 504 Plan or PSP, and are no longer collected in SDRR.

Use of Assistive Technology

During the K-PREP, a student with a disability may use special equipment, including assistive technology described in the student's IEP or 504 Plan, which is part of the student's regular instructional routine. "An assistive technology device, as defined by (20 U.S.C. § 1401), is any item, piece of equipment or product system whether acquired commercially, off the shelf, modified or customized that is used to increase or improve functional capabilities of individuals with disabilities." If the use of special equipment (e.g., talking calculators) during the state-required assessment would influence or distract the performance of another student, then the assessment must be administered to the student using special equipment in an alternate setting.

Examples include the following:

- Amplification equipment
- Audio file of state-required assessments
- Text to speech software (KDE approved only)
- Noise buffers
- Magnifying devices
- Non-Standard Response templates allow a student to respond to writing tasks by typing on a computer. This accommodation is only allowed if the accommodation is noted on the student's IEP or 504 Plan, and the student uses this procedure routinely in his or her regular instructional program. The student should have assistive technology and scribe marked on his or her plan.

Non-Standard Response Templates

Before the assessment begins, the school must download the non-standard response template located on KDE's website, <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>.

The student's responses to the spring 2019 K-PREP questions or writing tasks may not be saved to the hard drive of the computer where the student is working, or to any part of a computer network to which the student's computer may be attached. Responses must only be saved directly to a portable drive or a CD for the duration of the test.

After the student has completed a testing session, the test administrator must **immediately** follow these steps:

1. Print the student's response.
2. (Grades 3-8) Cut the print-out to fit in the boxed area of the student response booklet and tape (clear tape) the student's print-out into the corresponding area in the student response booklet. (Do not attach pages with staples, glue or paper clips.) Using clear tape, make sure the document is taped within the box on the page, covering at least the four corners of the document with the clear tape, and do not cover any bar codes or timing tracks.
3. (Science at grades 4 and 7) For the student combined booklet at grades 4 and 7, cut the print-out to fit in the boxed area of the student combined booklet and tape (clear tape) the student's print-out into the corresponding area. (Do not attach pages with staples, glue or paper clips.) In the case of items where students use graph paper to create graphs or charts, or to used unlined paper to draw a model or diagram, cut these out and tape in this portion of the student response in the appropriate area as well. Using clear tape, make sure the document is taped within the box on the page, covering at least the four corners of the document with the clear tape, and do not cover any bar codes or timing tracks. Note: The outer margin of the template for the Science test is smaller so caution must be taken to not have tape over any markings on the student combined booklet.
4. Make sure the portable drive or CD containing the saved responses, along with the scannable booklet, is stored securely until the next part of the assessment is administered. Make sure to write the student's name on the portable drive or CD label.
5. Once each session is complete, the computer on which the student was working must be logged off from any network to which it was attached and completely powered down to ensure elimination of any student work that may have been saved in a temporary file.
6. After all sessions are completed, the responses have been printed and responses taped in the booklets, the test administrator must erase the portable drive or CD.
7. The portable drive or CD, and a note of explanation, must be given to the BAC.

Note: DO NOT return the portable drive or CD with student responses to Pearson. The BAC or DAC must reformat the portable drive so that it may be reused and must destroy any CD.
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Note: No cell/smart phones, camera devices or other electronic communication devices shall be accessible during testing by students.

Use of Manipulatives

Manipulatives shall be available for student use to complete the state-required assessments, if they are a strategy used by the student to solve problems routinely during instruction, and the use of manipulatives is described in the student's IEP or 504 Plan. Manipulatives cannot be placed on a student's desk, but instead should be located in a place in which the student can

access them when needed. The student shall not be encouraged to use specific manipulatives, and the test administrator is not permitted to encourage the use of specific manipulatives.

Students with manipulatives on their IEP or 504 Plan may also have one 3x5 notecard with blank graphic organizers on it (front and back) as one of their manipulatives.

Reader

Note: Scripts are included in the grade-specific <i>Test Administrator Manuals</i> .

The use of a reader (text to speech or human) is allowed on all sections of the state-required assessment (i.e., reading, mathematics, science, social studies and writing as described in a student's current IEP, PSP or 504 Plan). The use of a reader shall not in any way lead the student to the correct answer.

The role of the reader during the state-required assessments is to:

- Read directions, prompts, situations, passages and stories as written;
- Not use or provide additional information or directions that may lead the student to specific information needed to answer the question;
- Re-read the directions, prompts, situations, passages and stories only if specifically requested by the student;
- Not point out parts of the task, questions or parts skipped by the student; and
- Read individual words or abbreviations that are mispronounced by text or screen readers, if specifically requested by the student.

Scribe

A scribe's role shall be to record the student's responses so that they reflect what the student knows and is able to do while providing the student with an alternative means to express his or her thoughts and knowledge. At no time shall a student's ideas, revisions or editing be characterized as teacher-authored. In all components of the K-PREP, a student shall be the sole creator, author, decision-maker, and owner of his or her work. A scribe shall record student responses in a manner consistent with the accommodations described in the student's current IEP, 504 Plan or PSP.

A scribe shall:

- Record what the student dictates word for word;
- Format, capitalize and punctuate the student's writing as directed by the student;
- Give the written product to the student to edit or revise;
- Not alter, edit or revise a student's own ideas, revisions or edits;

Calculator

The use of a permitted calculator (See full calculator policy for grades 3-8) is allowed on all sections of the state-required assessment including those sections labeled non-calculator for students with an IEP or 504 Plan. The test administrator is not permitted to encourage the use of a calculator.

It is the examinee's responsibility to know whether his/her type calculator is permitted. Calculators that hold documents or programs must have all documents and programs removed that have computer algebra system functionality.

Hand-Held Calculator

Students with use of a hand-held calculator in a current IEP or 504 Plan may request the use of a hand-held calculator rather than the provided online calculator through a waiver process located at <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>. Justification/documentation must show why the student is unable to access the provided online calculator.

Hand-held calculators may be used by accommodated students taking a paper-based format; accommodated students with technology marked on their IEP may use a hand-held calculator when taking the online assessment.

Paraphrasing

Students with a current IEP or 504 Plan can receive paraphrasing as an accommodation. Paraphrasing during the state-required assessment shall be limited to the following:

- Breaking directions into parts or segments;
- Using similar words or phrases in directions; and
- Repeating or rephrasing directions.

Paraphrasing shall not include defining words or concepts, teaching vocabulary, or telling a student what to do first, second, etc.

Extended Time

Extended time shall be available to the student with an IEP, 504 Plan or PSP, once standard test time has ended. Extended time will be given as long as the student is demonstrating on-task efforts which allow the student to make progress on completing his/her assessment responses. The school shall provide proper supervision to maintain an appropriate assessment atmosphere. Extended time is limited to time and a half or double time. For example—If standard time is 30 minutes and a student is allowed time and a half, then after the student requests to use extended time, the student would be given an additional 15 minutes (half of the original 30 minutes).

The District Assessment Coordinator may allow students, showing continued progress, to work on the **online** assessment past the recommended time. Record this occurrence as needed.

Reinforcement and Behavior Modification Strategies

Reinforcement and behavior modification strategies are allowed on the state-required assessment when they are documented in a student's IEP or behavior intervention plan and are used on a routine basis during instruction.

Strategies may include:

- Verbal, tangible or tactile reinforcements for being on task
- Use of technology to focus attention or reduce stress
- Testing in a separate location outside the regular classroom

Interpreters for Students with Deafness or Hearing Impairment (Signing)

The K-PREP may be signed (i.e., translated to the student using American Sign Language). Signing shall not be a replacement for technology or reading instruction. Interpreters shall not define words for students, provide content or teach vocabulary or concepts during the assessment.

Interpreters who are also scribes shall follow the policies on scribing outlined in *703 KAR 5:070—Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* document located on KDE's website, www.education.ky.gov.

Use of Simplified Language Support for an EL Student

Students receiving this accommodation must have a current PSP. The use of simplified language and oral native language support for a student with limited English proficiency shall not inappropriately impact the content being measured.

Simplified language and vocabulary shall not change the overall context of the test materials or the content, but ensures that students understand how to take the test. Specific words may be exchanged, but words cannot be defined as part of simplifying language. Directions for test administration may be described using less complex words (i.e., the word “assessment” becomes “test”) and sentence structure (i.e., break a sentence into smaller sections). It is considered best practice to use a word-to-word translation. Simplified language includes: breaking directions into parts or segments or using similar words or phrases that are easier for the student to understand.

Oral Native Language Support for an EL Student

Students receiving this accommodation must have a current PSP. Oral native language support shall be based on a student's individual language needs as documented in the PSP. This accommodation may range from assistance with specific vocabulary to a sight translation which means rendering printed English test materials orally in the student's native language. The accommodation of oral native language support may include providing directions orally in a student's native language. The accommodation may also incorporate some simplification of language in the test administration directions.

Bilingual or English dictionaries can be in print or electronic versions for the EL student with a PSP. The dictionary should be a word-to-word translation without definitions. Be sure all extra Internet capabilities are turned off prior to the beginning of testing.

Accommodated Materials

Accommodated material orders will be collected via PearsonAccess^{next} and will be shipped with the initial distribution of test materials. Accommodated test materials for online testing for grade 10 will be ordered via Additional Orders on PearsonAccess^{next}.

The following chart provides information about the accommodated materials available and the Accommodated Materials section on the following pages detail the materials provided.

Accommodation Required	Accommodated Material Types			
	Braille	Large-Print	Audio CD**	Text Reader*
Visual	X	X		X
Oral			X	X

* Text reader, for grades 3-8, 10 and 11, is available for PCs, Macs, iPads, and Chromebooks.

**** Must use modern stand-alone CD players that support MP3 formatted files, PC or Mac with MP3 capability.**

Students using the audio version of the test may use a computer with a CD-ROM and headphones that allow the student to hear, but do not allow sound to escape into the testing room. If the student is using the CD as a read-aloud accommodation, a stand-alone CD player (one per student, with headphones) may be used.

For information on ordering additional accommodated materials, see pages 53 if you are a DAC, and on page 64 if you are a BAC.

Notes: It is strongly suggested that a backup computer or audio CD player be readily accessible in case of malfunction. Additional batteries or access to an electrical outlet may be necessary if using a standard audio CD player. For audio CDs, use modern stand-alone CD players that support MP3 formatted files, PC or Mac with MP3 capability.

Text Reader

A web-based text reader accommodation is available for students in grades 3-8, 10 and 11 with IEPs, 504 Plans, or PSPs that list the use of text to speech (reader and technology) as an accommodation. Requests may be made during the Accommodated Materials ordering window. A user guide will be available for download and will also arrive with test materials.

Accommodated Materials Ordering

DACs may order accommodated materials February 4-March 15, based upon the shipment option selected, after that time the accommodations may be ordered via Additional Orders. Accommodated orders (kits) for the test administration include a test booklet for all grades 3–8, and a student combined booklet at grades 4 and 7. Grades 10 and 11 will include both a test booklet, student combined booklet and student response booklet.

Note: Requests for text reader are made in PearsonAccess^{next} during the Accommodated Materials ordering window. Text reader will have a kit like all other accommodated orders. The kit will include everything needed except the user name and password. The user name and password will be provided for each individual student directly to the DAC.

Accommodated Materials Shipment Box	
Item	Notes
Braille Kit* (for students who are visually impaired or blind) * For students taking science at grades 4, 7 and 11, who may need a Braille form of the science assessment, please contact Jason Howard at (502) 564-4394.	Based on the student's IEP, the DAC will order and administer the Braille assessments in UEB with the exception of mathematics which is available in UEB or Nemeth code. Each Braille Kit contains the following materials: <ul style="list-style-type: none"> ➤ UEB Braille Reading Test Booklet (grades 3-8 and 10) ➤ UEB or Nemeth Braille Mathematics Test Booklet (grades 3-8 and 10) ➤ UEB Braille Social Studies (grades 5 and 8) ➤ UEB Braille Science (grades 4, 7 and 11) ➤ UEB Nemeth Science (grades 4, 7 and 11)

Accommodated Materials Shipment Box	
Item	Notes
Braille Kit (cont'd)	<ul style="list-style-type: none"> ➤ UEB Braille On-Demand Writing (grades 5, 8, and 11) ➤ Braille Reference Sheet <ul style="list-style-type: none"> • Grades 5, 8 and 11 Writer's Reference Sheet • Grades 7 and 8 Mathematics Reference Sheet ➤ Reference Sheet (regular print) <ul style="list-style-type: none"> • Grades 5, 8, and 11 Writer's Reference Sheet • Grades 7 and 8 Mathematics Reference Sheet ➤ Student Test Booklet (regular print) Grades 3-8, 10 and 11 ➤ Student Combined Booklet (regular print) Grades 4, 7 and 11 ➤ Manilla return envelope (grades 10 and 11 only) ➤ Accommodation Orders Information Memo ➤ Test Administration Notes
Large-Print Kit (for students who are visually impaired) Note: Only print is enlarged. All graphics and illustrations are regular size print. Large-print rulers are not provided due to keeping true scale. Students may use a magnifier to enlarge the ruler provided.	Each Large-Print Kit contains the following materials: <ul style="list-style-type: none"> ➤ Large-print Test Booklet ➤ Large-print Science Student Combined Booklet ➤ Large-print Reference Sheet <ul style="list-style-type: none"> • Grades 5, 8 and 11 Writer's Reference Sheet • Grades 7 and 8 Mathematics Reference Sheet ➤ Reference sheet (regular print) <ul style="list-style-type: none"> • Grades 5, 8 and 11 Writer's Reference Sheet • Grades 7 and 8 Mathematics Reference Sheet ➤ Student Test Booklet (regular print) Grades 3-8, 10 and 11 ➤ Student Combined Booklet (regular print) Grades 4 and 7 ➤ Manilla return envelope (grades 10 and 11 only) ➤ Rulers <ul style="list-style-type: none"> • Grade 3 Ruler • Grades 4-6 Ruler • Grades 7 and 8 Ruler ➤ Accommodation Orders Information Memo
Audio CD (for students who require a read-aloud accommodation)	Each CD(s) is packaged in a case and includes the following materials. <ul style="list-style-type: none"> ➤ Student Test Booklet (regular print) Grades 3-8, 10 and 11 ➤ Student Combined Booklet (regular print) Grades 4 and 7

Accommodated Materials Shipment Box	
Item	Notes
Audio CD cont'd	<ul style="list-style-type: none"> ➤ Manilla return envelope (grades 10 and 11 only) ➤ Reference Sheet (regular print) <ul style="list-style-type: none"> • Grades 5, 8 and 11 Writer's Reference Sheet • Grades 7 and 8 Mathematics Reference Sheet ➤ Rulers <ul style="list-style-type: none"> • Grade 3 Ruler • Grades 4-6 Ruler • Grades 7 and 8 Ruler ➤ Accommodation Orders Information Memo
Text Reader (for students in grades 3-8, 10 and 11)	<p>Each Text Reader Kit contains the following:</p> <ul style="list-style-type: none"> ➤ Grades 3, 4-6 and 7-8 rulers ➤ Reference Sheet (regular print) <ul style="list-style-type: none"> • Grades 5, 8 and 11 Writer's Reference Sheet • Grades 7 and 8 Mathematics Reference Sheet ➤ Student Test Booklet (regular print) Grades 3-8, 10 and 11 ➤ Student Combined Booklet (regular print) Grades 4 and 7 ➤ Manilla return envelope (grades 10 and 11 only) ➤ Lexiflow User Guide ➤ Accommodated Orders Information Memo

Part 5: Scheduling Test Sessions

Content Areas Tested

Grade	Reading	Mathematics	Science	Social Studies	On-Demand Writing
3	X	X			
4	X	X	X		
5	X	X		X	X
6	X	X			
7	X	X	X		
8	X	X		X	X
10	X*	X*			
11			X		X

*Grade 10 Reading and Mathematics Field Test.

For 2019, districts must set a five consecutive-day test window for each grade span within the last 14 instructional days of a district's calendar. This assessment must be administered to students in grades 3–8, and 11 during the testing window. Each part of the paper-based test should be administered in its entirety and **all students in a grade/school must take each part of the test at the same time**. The grade 11 online assessment must be administered in the content order of science, followed by on-demand writing. The grade 10 Field Test will be administered April 15-26.

The testing schedule should be created so that it includes time for testing breaks and ample staffing coverage to monitor students. Daily before testing, all school personnel must be aware of the testing schedule, including procedures for testing breaks and monitoring students. Testing breaks must not affect the integrity of testing in any way. Under no circumstances will a student be allowed to modify his or her response to a question in a part of the test that is complete, nor will he or she be allowed to work ahead in a part not yet administered.

Advance Announcement

Testing dates should be made known to parents and students in advance to ensure that students come to school well rested on the days of the test. An announcement of testing dates and a reminder before the first day of testing are suggested.

Allowed Testing Time

The following charts provide the order of K-PREP testing for each grade and the expected completion times for each part of the test. Each part is a separately timed test session. These guidelines must be followed unless all students complete a test session early. If all students complete a test session early, return to regular classroom instruction. Extended time is allowed only for students with an approved and current IEP, 504 Plan or PSP. The District Assessment Coordinator may allow students, showing continued progress, to work on the online assessment past the recommended time. Record this occurrence as needed.

2019 K-PREP Number of Items and Testing Times

MC=Multiple Choice, MS=Multiple Select, SA=Short Answer, ER=Extended Response, Psg=Passages, NoC=No Calculator

Grade 3	Reading	#Psg	#MC	#SA	Time	Mathematics	#MC	#SA	Time
	Part A	2	18	2	70	Part A	31	2	75
	Part B	2	18		60	Part B (NoC)	13	1	35

Grade 4	Reading		#Psg	#MC	#SA	#ER	Time	Mathematics	#MC	#SA	#ER	Time	Science	#Clusters	#MC	#MS	#ER	Time
	Part A	3	17	1	85			Part A	32	2	1	90	Part A	2	11-14	0-3	2	60
	Part B	2	18	1	65			Part B (NoC)	12	1	35		Part B	2	11-13	1-3	2	60

Grade 5	Reading	#Psg	#MC	#SA	Time	Mathematics	#MC	#SA	Time	Social Studies	#MC	#ER	Time	On-Demand	#Stand Alone	#Psg Based	Time
	Part A	4	17	1	90	Part A	32	2	1	90	Part A	22	85	Part A	1	1	30
	Part B	2	18	1	65	Part B (NoC)	12	1	35	Part B	22	1	70	Part B		1	90

Grade 6	Reading	#Psg	#MC	#SA	#ER	Time	Mathematics	#MC	#SA	#ER	Time
	Part A	3	21	1		85	Part A	33	2	1	90
	Part B	3	21	2		80	Part B (NoC)	11	1		35

Grade 7	Reading	#Psg	#MC	#SA	#ER	Time	Mathematics		#MC	#SA	#ER	Science	#Clusters	#MC	#MS	#ER	Time
	Part A	4	26	2		90	Part A	34	2	1	90	Part A	2	10-14	0-4	2	60
	Part B	4	16	1		85	Part B (NoC)	10	1	30		Part B	2	10-12	2-4	2	60

Grade 8	Reading	#Psg	#MC	#SA	Time	Mathematics	#MC	#SA	Time	Social Studies	#MC	#ER	Time	On-Demand	#Stand Alone	#Psg Based	Time
	Part A	2	22	1	70	Part A	34	2	1	90	Part A	22	85	Part A	1	1	40
	Part B	4	20	1	90	Part B (NoC)	10	1	30	Part B	22	1	70	Part B		1	90

Grade 11	Science	#Clusters	#MC	#MS	#ER	Time	On-Demand	#Stand Alone	#Psg Based	Time
	Part A	2	12	2	2	60	Part A	1		40
	Part B	2	12	2	2	60	Part B		1	90

Notes:

- The actual multiple-choice/multiple-select items are determined by test form.
- Time is designated in minutes.
- Each test part must be administered in a separate test session. **The test window is 5 days.** Content area tests may be divided across one or two days.
- Additional time has been incorporated directly into the time allowed for testing and is reflected in the chart above. Most students will not need to use all the time allowed.
- Only students with a current IEP, 504 Plan or PSP are permitted extended time during the test session.

Breaks

Test administrators must stop at the end of each part of the tested content area for a break. Breaks may be short (i.e., stand and stretch) or long (i.e., lunch) with appropriate monitoring. Breaks are necessary due to test norming.

Testing Window Extensions

The K-PREP must be administered during the testing window. No testing window extensions or modifications will be granted, except in cases of natural disaster or extraordinary circumstances beyond the control of the school/district. All test extensions must be approved by KDE. To inquire about a test extension contact KDE at dacinfo@education.ky.gov or (502) 564-4394 for approval. KDE will then inform Pearson.

Due to technical issues, if high schools are unable to complete operational assessments (science and on-demand writing) in five days, please contact the Division of Assessment and Accountability Support (DAAS) at 502-564-4394.

Makeup Tests

Test administrators should be advised to keep a list of students who are absent during the regularly scheduled testing so that makeup sessions can be scheduled. Each BAC should schedule makeup testing sessions for students who are absent during the initial testing.

Makeup testing is allowed during the five-day spring summative test window. Four additional days after testing has been completed may be used for makeup testing while test materials are prepared for shipping.

For the Grade 10 Field Test, makeup test sessions should be provided any time during the testing window, April 15-26.

Seal Code

A seal code prevents students from advancing to the next section of the test. Seal codes will be used for both the K-PREP Grade 10 Field Test (reading and Mathematics) and the K-PREP Grade 11 assessment (science and on-demand writing).

Part 6: District Assessment Coordinator Instructions

Responsibilities of DACs for Both Paper and Online

DAC—Responsibility Checklist

- Serve as the point of contact with Pearson regarding issues with test materials (e.g., additional materials orders).
- Be available to answer questions from BACs as necessary.
- Oversee the SDRR application for student rosters and data review.
- Establish safety/security procedures for testing.
- Oversee the online testing procedures for the high school, including the Grade 10 field test.
- Coordinate with the District Technology Coordinator for online testing.

DAC—Before Testing Checklist

- Use the DAC Box 1 (white box) Pallet Detail and Packing Lists to verify receipt of all boxes in the test material shipment.
- Inventory district materials. Keep original shipping boxes.
- Read this manual in its entirety.
- Protect the security of the tests by carefully following all handling instructions provided in the shipment, and by reviewing Part 1: K-PREP Test Security Requirements and Responsibilities.
- Distribute test materials to schools according to the included instructions.
- Become familiar with the responsibilities of the BACs and the test administrators as described in this manual and in the grade-specific *TAMs*.
- Confirm that BACs have school-level account access for PearsonAccess^{next}. Create new accounts for BACs as needed, and delete accounts for BACs that are no longer with the district.
- Schedule a meeting with the BACs to review procedures for handling test materials, and answer any questions they may ask.
- Provide any district-specific instructions and/or procedures that are not covered in this manual (such as handling disposal of scratch paper).
- Train all test administrators and those assisting with accommodations in the *Administration Code for Kentucky's Educational Assessment Programs* (703 KAR 5:080) and *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070).
- Create test sessions, add students to test sessions, and start test sessions in PAN.

- Determine if new students have entered the district that will need to test. If creating the student in PAN and it is determined they are enrolled in another district: Contact Pearson by either calling 1-888-437-1430 or access the support link on PAN, [Contact Kentucky Support](#).
 - Provide school/district where student is registered
 - SSID
 - School to be assigned
 - Telephone number to contact
 - Once Pearson is contacted, the DAC will be called by Pearson, to provide the complete student information needed for Pearson to move students to their current district.
- Move students to a different school, within the same district, in PAN. See Part 8: Test Preparation for information about this task.

DAC—During Testing Checklist

- Distribute district test materials as needed using the *District Overage Test Materials Security Checklist* to document distribution. Each school receiving district-assigned test materials is responsible for returning the materials with their school's test materials. Keep original shipping boxes.
- Place additional orders as needed using PearsonAccess^{next}. Use test materials from the district overage before placing additional orders.
- Verify the completion of all SRBs and student combined booklets with bubbled room location codes, selected accommodated materials and signed student honor codes.
- Verify the completion of all seating charts.
- If testing irregularities occur, contact KDE immediately.

DAC—After Testing Checklist

Follow and complete all after-testing procedures, as needed in this section. The following topics are addressed:

- Instructions for using the red (scorable) and blue (nonscorable) labels for grades 3-8 and 11 and pink (nonscorable) for grade 10
- Instructions on where to apply the scorable and nonscorable white return shipping UPS labels
- District overage test materials shipment
- Instructions for after materials have been properly prepared and packed

DAC—Before Testing Procedures

Distributing Materials and Training BACs

Test materials are packaged by school and shipped to the attention of the DAC at the district office. Each school's boxes are clearly labeled. As a DAC, it is your responsibility to determine when and how to distribute materials to schools, but security of the test booklets must be maintained at all times.

Test materials should be distributed to all BACs within a reasonable time frame so that they may inventory materials in a timely manner. Test materials should be available to staff as needed, and the security of the test booklets must be properly maintained.

Test Materials Shipment

This section provides a detailed inventory of the K-PREP materials shipment (paper based).

DAC Administration Materials Box(es)		
Item		Notes
Coordinator Kit	Paper Bands	Packs of five. For bundling groups of SRBs and student combined booklets for return to Pearson.
	<i>Instructional Memo</i>	Informational memos for Check-In List for Materials, Important Dates Sheet, and Collection and Return of Test Materials.
	Pre-printed School ID Header	Used for informing Pearson of the number of SRBs and student combined booklets being returned for each school and grade.
	<i>DAC/BAC Manual</i>	This manual contains information about receiving, using and returning test materials. Additional copies may be made at the school/district or downloaded from KDE's website, www.education.ky.gov .
	Red Return Labels	Used for returning scorable SRBs and scorable student combined booklets.
	Blue Return Labels	Used for returning all nonscorable test booklets, voided student combined booklets, and accommodated materials.
	White UPS Return Labels	Provided for each box to be returned from the school and the district. The DAC must affix these labels to the top of the nonscorable and scorable boxes before returning the materials to Pearson. There are 2 separate types of labels—scorable ships via UPS Next Day Air, and nonscorable ships via Ground.
Pallet Detail		Used by DAC upon receipt of test materials. It indicates the school number, school name and number of boxes for each school. The Pallet Detail List is located in the district box #1 (white box).
<i>District Overage Packing List</i>		Use this list to inventory the district test materials. Keep the enclosed copy for your records.
<i>District Overage Test Materials Security Checklist</i>		Use this to inventory secure test materials.
School Packing Lists		This is a second copy of the list received in the boxes for the school(s).
<i>School Test Materials Security Checklist</i>		This is a second copy of the list received in the boxes for the school(s).
Overage Materials: Student Test Booklets, Student Combined Booklets and Student Response Booklets		Test materials that can be distributed as additional test materials to the schools within your district as needed. See the sample <i>District Overage Packing List</i> in Appendix A: Forms for a more detailed list of materials received in packs.
Grade Specific Test Administrator's Manual		The district will receive two TAMs per grade. Additional copies of the TAM are available on KDE's website, www.education.ky.gov .

DAC—Before and During Testing Procedures

District Test Materials

Each district will receive an allocation of test materials for school use if a shortage of materials occurs in a school within the district (including any alternative programs) during the testing window. This shipment will arrive in the white box(es) labeled for the DAC. In case of a shortage, DACs may request additional test materials via PearsonAccess^{next}. The section below will provide details on how to request more materials.

Find and review the *District Overage Test Materials Security Checklist* and verify the accuracy of the listed security barcode number sequence. Record any discrepancies on the *District Overage Test Materials Security Checklist*. If there are any discrepancies between the *District Packing List* and the secure test materials received, record them on the *District Test Materials Security Checklist* and immediately fax a copy to Pearson at (319) 339-6525, “Attention Kentucky Coordinator.”

When unpacking the district materials, check the quantity received for both test materials and return shipping materials.

Providing District Test Materials to Schools Without Original Grade Shipments

If you provide testing materials to a school for a grade that previously did not have an enrollment; and therefore, did not receive materials (e.g., an alternative program), place an additional order via PearsonAccess^{next} (<https://ky.pearsonaccessnext.com/customer>) as soon as possible so that the school receives the proper testing and return shipping materials.

District-level materials are intended for use during the testing window as needed to ensure that all students are tested at the scheduled times. If a shortage is identified prior to the first day of testing, you should order additional materials by school from PearsonAccess^{next}. Instructions on how to order Additional Orders is in the *Kentucky PearsonAccess^{next} User’s Guide* under the *Support* tab on the PearsonAccess^{next} website (<https://ky.pearsonaccessnext.com/customer>).

Additional test materials can be requested, depending on the district’s shipment option, March 25–June 5 and return materials can be ordered March 25–June 14.

If materials are provided to a school from the district overage, these materials **are to be** returned with that school’s return shipment and noted on the *School Test Material Security Checklist*. **Do not share test materials from one school to another (even if the schools are within the same district), as all test materials are assigned to individual schools. Such an exchange may result in a discrepancy when materials are returned.**

Order Process

When placing an order for additional materials the DAC must submit an Additional Order via PearsonAccess^{next}. Orders must be submitted and **approved by 1:30 p.m. ET** to be considered same-day business. After the materials are shipped, the DAC will receive an automatic e-mail from the PearsonAccess^{next} System with the tracking number of their shipment and a link to track materials. The DAC has the capability on PearsonAccess^{next} to have the additional materials shipped directly to the schools. Step by step instructions are in the *PearsonAccess^{next}*

User's Guide under the *Support* tab on the PearsonAccess^{next} website
<https://ky.pearsonaccessnext.com/customer>.

Please order additional materials by the following dates:

- **June 5** — if a BAC needs additional **test materials** or if a BAC reports a discrepancy between the quantities of materials indicated on the School Packing List and the quantity received.
- **June 14** — if additional **return shipment materials are needed** for a school (e.g., boxes, red and/or blue return labels or white UPS return shipping labels).

Accommodated Materials Orders

Accommodated materials (kits) include the following:

- Braille
- Large-Print
- Audio CD
- Text Reader (PC, Mac, Chromebooks, and iPad)

Accommodated materials were ordered by the DAC during the enrollment window for grades 3-8 and 11. It is the responsibility of the BAC to inform the DAC of updates.

All grade 10 accommodated test material kits will be ordered on PAN via Additional Orders.

DAC—After Testing Procedures

When testing is complete, the BACs must collect and inventory all test materials (including test booklets, student combined booklets and SRBs) received from test administrators. All school materials should be returned to the DAC **no later than the last day of the district's (elementary, middle, high) testing window**.

All materials from the schools should be boxed and labeled (red scorable and blue nonscorable) when they are returned to the DAC after testing.

Scheduling a Pick Up With UPS

Districts have seven **calendar** days after the testing window ends to have all scorable materials ready for pick up and nine **calendar** days for nonscorable materials. **Calendar days include holidays and weekends**. The scorable materials will be shipped UPS Next Day Air and nonscorable materials are shipped UPS Ground. Only one pick up per district for each. If both the scorable and nonscorable materials are ready for shipment prior to the seven calendar days after the five-day testing window ends (This does not include the four make up days), they can be returned at the same time.

The pickup is after the close of the last window for the district. DACs are to call UPS at (800) 823-7459 to schedule all pickups (both scorable and nonscorable) using Pearson's "Return Service." Provide the UPS representative with the following information:

- Account number from bottom of the return label

- Physical location where packages are to be picked up
- Estimated number of packages that will be available for pick up

Pickups should be scheduled 24 to 48 hours in advance, based on the district's testing window. There may be time constraints for specific pickups based on location. When the pickup is confirmed, the school/district will receive a confirmation number from UPS to reference if questions arise or changes occur.

Before returning materials to Pearson, please verify the following:

- All student information in IC and SDRR, including all biographic and demographic information, has been verified and updated.
- All boxes containing test booklets (used and unused), student combined booklets (used and unused), and scorable SRBs (used) have been returned from each school.

Instructions for Using the Red, Blue, Violet and Pink Labels

All materials returned from the BAC to the district office should have red (scorable) labels and blue (nonscorable) labels for grades 3-8 and 11; violet (scorable) labels and pink (nonscorable) labels for grade 10 field test on the boxes and be numbered sequentially (1 of x, 2 of x, etc.) for the school. Once the DAC receives all school boxes in the district, the boxes should be marked as follows and UPS labels affixed to the boxes:

- The boxes returned to the DAC by the BACs are to be numbered “(____ of ____)” below the school name on both the scorable and nonscorable boxes.
- Upon receipt of all boxes from the BACs, the DAC must separate the boxes by label color and mark the box count below the district name “(____ of ____)” accordingly.

Scorable Shipment

The original shipping box(es) **pre-labeled** with red (scorable) return labels from the BACs for return of scorable test materials for each school must contain:

- Used SRBs for all grades.
- Completed (demographics and answers transcribed) accommodated Grade 11 SRBs in manila envelope provided
- Used student combined booklets for grades 4 and 7
- **In a separate scorable box with Violet label applied pack completed (demographics and answers transcribed) accommodated Grade 10 Field Test SRBs in manila envelope provided**
- **The UPS labels for the scorable materials have “UPS NEXT DAY AIR” (sample on the following page) on the label. Do not put nonscorable labels on your scorable materials as this will delay the return of your test materials.**

Scorable Label

2019 K-PREP SPRING SCORABLE (888) 437-1430 PEARSON 9200 EARHART LANE SW CEDAR RAPIDS IA 52404		5 LBS	1 OF 1
SHIP TO: PEARSON (319) 841-4820 2019 K-PREP SPRING 9200 EARHART LANE SW CEDAR RAPIDS IA 52404		RS	
		E	
	IA 524 0-10 		
UPS NEXT DAY AIR		1	
TRACKING #: 1Z 1Y3 95W 84 1010 3440			
			
BILLING: P/P DESC: DOCUMENTS RETURN SERVICE REF1: 771035		SEQ N000000	
2019 K-PREP Spring		CWU 13.5 Z4M + 09.6V 01/2019	
TRACKING NUMBER: 1Z1Y395W8410103440			
For scorable pickup call UPS at 800.823.7459.			
2019 K-PREP Spring			

Nonscorable Shipment

The original shipping box(es) pre-labeled for return of nonscorable materials should contain:

- All **used and unused** nonscorable secure test booklets, unused and voided nonscorable student combined booklets, including Braille, large-print test booklets, and audio CDs. This will include the accommodated test materials for grade 11 online accommodated test materials.
- Grade 10 Field Test accommodated test materials will be returned in box(es) with a Pink label.
- **The UPS labels for the nonscorable materials have “UPS GROUND” (sample on page 56). Do not put scorable labels on your nonscorable materials.**

Unused District Overage Secure Test Materials Shipment

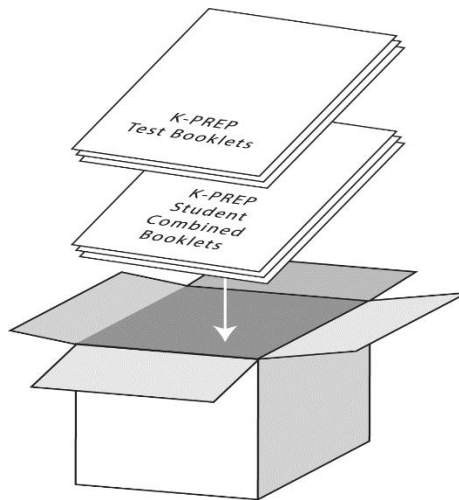
- Ensure that all **unused** district-assigned secure test materials are packed in the original shipping box(es) in which the DAC shipment was received. The unused district overage will be shipped back in the nonscorable boxes. A diagram for packaging district overage is on the following page.

Packing the District Overage Unused Nonscorable Secure Test Materials

- All nonscorables should be placed in the shipping boxes provided by Pearson.
- Attach a blue return label to each box. The return label has “NONSCORABLE MATERIALS” printed on it to indicate that the box(es) contain(s) nonscorable secure test materials. It should be affixed so that it covers the original shipping label on the box. Make sure the correct label is used.
- The number of boxes being returned (e.g., Box 1 of 4) for the district must be written on the return label of each box below the district name.
- Once all boxes are received from the BACs, number according to instructions above and return all boxes to Pearson.

Diagram for Packing Unused District Overage Nonscorable Secure Test Materials

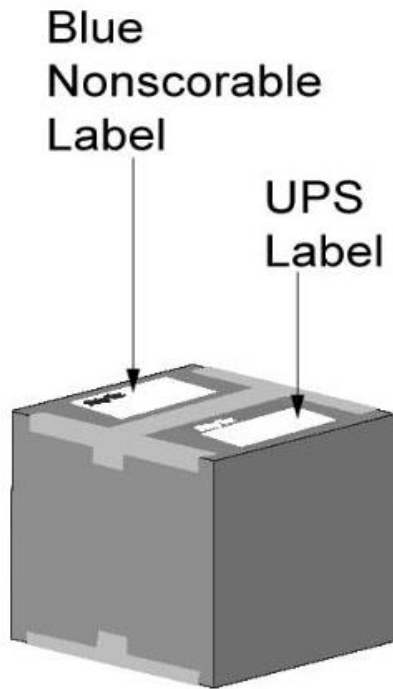
1. Place all unused test booklets, unused and VOID student combined booklets in the box.
2. Once all boxes are returned to the district, mark boxes accordingly.



Note: You should not have any used district materials in this box. Any used district overage secure test materials must be returned by the school that used them in the school return shipment and accounted for on the school test materials packing list.

Once all the materials have been properly prepared and packed:

- Seal the boxes.
- Apply the white UPS return shipping labels to both the **scorable** and **nonscorable** shipping **boxes over the original shipping address labels as shown on the next page**. Apply the UPS labels below the scorable labeled and/or nonscorable labeled boxes. **Suggestion: For tracking purposes, peel off the bottom portion of the UPS label at the perforation. These label tabs can be placed on a sheet of paper for a record of what school and box number the label was used.**
- Destroy any remaining unused UPS return shipping labels or unused shipping boxes.



Nonscorable box

2019 K-PREP SPRING NONSCORABLE 7 LBS 1 OF 1
 (888) 837-8438
 PEARSON
 7405 IRISH DR. SW
 CEDAR RAPIDS IA 52404

SHIP PEARSON
 (319) 841-4820
 TO:
 2019 K-PREP SPRING
 7405 IRISH DR. SW
 CEDAR RAPIDS IA 52404

IR

IA 524 0-10

UPS GROUND
 TRACKING #: 1Z 1Y3 823 90 1809 7587

SEQ N000000

BILLING: P/P
 DESG: DOCUMENTS
 RETURN SERVICE
 REFL: 771055

2019 K-PREP Spring

TRACKING NUMBER: 1Z1Y38239018097567

For nonscorable pickup call UPS at 800.823.7459.

2019 K-PREP Spring

Instructions for After Materials Have Been Properly Prepared and Packed

- **Keep all tracking label tabs in a secure place for future reference.**
- Destroy any remaining unused UPS return shipping labels or original shipping boxes.
- Store all boxes in a secure location until pickup.

DAC Certification of Proper Test Administration

This form is to be completed by the DAC to confirm adherence to the *Administration Code for Kentucky's Educational Assessment Programs* (703 KAR 5:080), the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070), and to certify that a proper test administration has been completed. The DAC is to collect and maintain a file that contains the BAC Certifications in the district, and send a copy of the DAC Certification to KDE. Details and timelines will be announced in a DAC Monday e-mail.

Part 7: Building Assessment Coordinator Instructions

Responsibilities of BACs for both Paper and Online

BAC Responsibility Checklist

- Update student data in IC, including incorrect information from pre-printed SRBs. For students with new SRBs and/or student combined booklets the serial number may be annotated in SDRR.
- Be available to answer questions from test administrators/DAC.
- Communicate questions/issues (including testing irregularities) to the DAC.
- Establish procedures for safety/security throughout testing.
- Coordinate with the District Technology Coordinator for online testing.

BAC—Before Testing

- Inventory test materials from the DAC.
- Submit additional materials orders to the DAC, if needed.
- Read this manual in its entirety.
- Protect the security of the tests by carefully following all handling instructions provided in the test shipment and by reviewing Part 1: K-PREP Security Requirements and Responsibilities.
- Become familiar with the test administrator's responsibilities as described in this manual and the *TAM*.
- Conduct training on the *Administration Code for Kentucky's Educational Assessment Programs* (703 KAR 5:080) and *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070) for all test administrators prior to test administration.
- Train all individuals involved with any component of the assessment.
- Schedule testing sessions.
- Create test sessions, add students to test sessions, and start test sessions in PAN.
- Distribute test materials, student test tickets and/or scratch paper to test administrators on the first day of testing.

BAC—During Testing

- Schedule makeup test sessions as needed.
- Request non-participations in SDRR.
- If testing irregularities occur, contact the DAC and KDE immediately.

BAC—After Testing Checklist

Follow and complete the After Testing Procedures within this section. The following topics are addressed:

- Collection and return of test materials (test tickets, scratch paper)
- Identifying return test materials
- Packing the used scorable test materials
- Packing nonscorable test materials

BAC—Before Testing Procedures**Receiving Test Materials**

Upon receipt of test materials, the BAC should follow these steps to prepare for the test administration and maintain the security of the state assessments.

- Open boxes as soon as possible in order to allow sufficient time for inventory.
- Locate the *Coordinator Kit* in Box 1 of the test materials shipment.
- Review the *School Packing List* in Box 1 and verify receipt of all test materials. If there are any discrepancies of secure test materials received, record them on the *School Packing List* and immediately fax a copy to Pearson at (319) 339-6525, “Attention Kentucky Coordinator.”
- Find and review the *School Test Materials Security Checklist* and verify the accuracy of the listed security barcode number sequence. If there are any discrepancies of the secure test materials received, record them on the *School Test Materials Security Checklist* and immediately fax a copy to Pearson at (319) 339-6525, “Attention Kentucky Coordinator.”
- Organize test materials and place them in a locked, secure location until distributed for testing. Non-secure test materials, such as *TAMs*, must be distributed to test administrators early in order to allow them sufficient time to prepare for test administration.
- Save the boxes in which the test materials arrived. Use them to return **all** test materials to **the DAC**.
- Review student rosters for accuracy in SDRR.

Test Materials Shipment

This section provides a detailed inventory of the K-PREP materials shipment. (Paper only)

Test Materials		Description
<i>Coordinator Kit</i>	Paper Bands	Packs of five. For bundling groups of SRBs and student combined booklets for return to Pearson.
	Informational Memo	Informational memos for Check-In List for Materials, Important Dates Sheet, and Collection and Return of Test Materials.
	Pre-printed School ID Headers	Used for informing Pearson of the number of SRBs and student combined booklets being returned for each school and grade.
	Student Pre-ID Listing	All students with a pre-printed SRB and/or student combined booklets that are testing at the school.
	<i>DAC/BAC Manual</i>	This manual contains information about receiving, using and returning test materials.
	Red Return Labels	Used for the return of used scorable SRBs and student combined booklets.
	Blue Return Labels	Used for the return of nonscorable test materials.
	School Packing List	A summary of the test materials in the shipment from Pearson.
	<i>School Test Materials Security Checklist</i>	Used for verifying the accuracy of the security barcode number sequences of the test materials and recording any discrepancies.
Student Response Booklets		Answer documents.
Student Test Booklets		Secure student test booklets containing test passages and questions.
Student Combined Test Booklets		Secure science test materials

Note: Grade-specific *TAMs* are not included in the Coordinator Kit for spring testing; these will be packed separately.

Distributing Materials and Training Test Administrators

As a BAC, you must:

- Be familiar with the responsibilities of test administrators described in this manual and in the *TAM*.
- Schedule a meeting with the test administrators to distribute materials, review procedures for handling test materials, and answer any questions.
- Schedule test sessions (see “Part 5: Scheduling Test Sessions” on page 38 of this manual).

Note: When unpacking all materials, verify that you have received appropriate return materials in addition to testing materials.

On-Demand Writing Pre-Write Section

For grades 3-8 scratch paper is not allowed for students taking the on-demand writing test. Instead, a pre-write section is included in the test booklet. Students may use this section for pre-writing and planning activities such as taking notes and outlining. Notes written in this section will not be scored. Grade 11 students will be allowed to use scratch paper for their pre-writing and also the online Note Pad, a tool for the online test. All scratch paper is to be gathered up and destroyed after testing concludes.

Test Booklets/Student Response Booklets

Test booklets and blank SRBs are delivered in shrink-wrapped packs of five for both the SRBs and test booklets. Pre-printed SRBs are shrink-wrapped according to grade. **Prepare all materials for individual classrooms prior to the onset of testing, always maintaining security of the test materials.**

Student Combined Booklets for Science Grades 4 and 7

Pre-printed student combined booklets are delivered in shrink-wrapped packs. Prepare all materials for individual classrooms prior to the onset of testing, always maintaining security of the test materials.

School Test Materials Security Checklist

Use the *School Test Materials Security Checklist* to document the transfer of test booklets until they are returned to the DAC. Retain the checklists until the conclusion of testing for future reference regarding the distribution of test materials. Be sure that there is a secure location for storing test materials when they are not in use by students. The DAC must keep these checklists on file for 12 months.

BAC—Before and During Testing Procedures

Additional Orders of Test Materials

It is important that every testing site have the correct test materials for each student who should be tested. If the initial shipment of test materials does not include everything students will need at testing time, the BAC should contact the DAC. The DAC will either distribute additional materials from the district overage or order materials from Pearson during the additional orders window. **Only the DAC can order additional test materials.**

Additional Materials

Contact the DAC for additional materials by the following deadlines:

- **June 5**—additional test materials
- **June 14**—additional return shipment materials (i.e., boxes, red and/or blue return labels or white UPS return shipping labels)

Note: Do not share secure test materials with other schools or districts, as this could result in a discrepancy.

Important Procedures

Important procedures to emphasize are listed below:

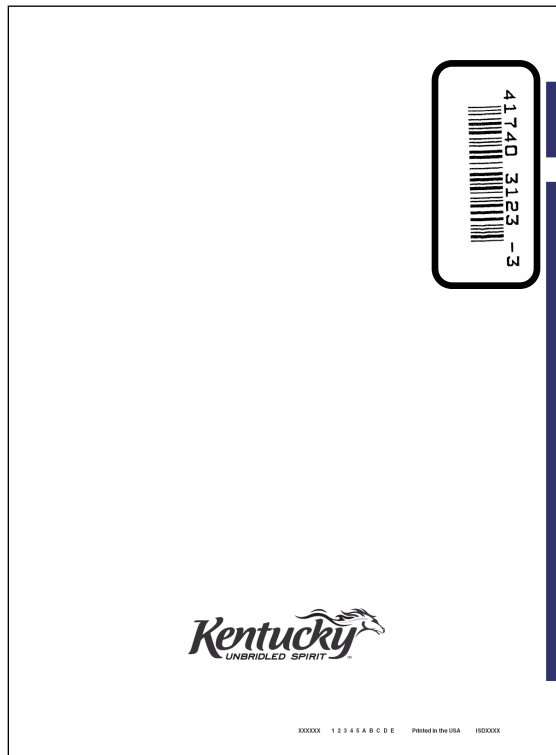
- Test booklet and student combined booklet security barcode numbers are listed on both the *School Packing List* and the *School Test Materials Security Checklist*. Use the *School Test Materials Security Checklist* to monitor secure test books being distributed and returned by the testing administrators.
- Remind all test administrators that test booklets and combined student booklets are secure and may not be duplicated in any way. Test administrators must account for all test materials from the time they receive them until they are returned.

As a BAC, determine when and how to distribute the materials to test administrators on the first day of the school's testing window. Security of the test booklets must be maintained at all times.

During testing it is important to monitor testing activities and be available to answer questions from test administrators.

Test Booklet Security Barcode Number

As illustrated in the following figure, each test booklet has a unique barcode, also known as a security barcode number, located in the upper right corner of the back cover of the test booklet. Using this barcode, test booklets are assigned to specific schools. This provides an accurate means of tracking secure test booklets that are shipped to and returned from schools.



Combined Student Booklet Security Barcode Number-Overage Only


As illustrated in the following figure, the overage of combined student booklets have a unique barcode, also known as a security barcode number, located on the back cover. These are to be assigned to students that do not have a pre-printed combined student booklet assigned to them before testing.



Kentucky Student Honor Code

I understand the answers on this test must be my own work.
Receiving test questions or answers from others is cheating. Giving
test questions or answers to others is cheating. If I cheat before,
during, or after the test, my school may discipline me and my test
may not be scored.

Student Signature

82267 8420 -8





Pre-Printed Student Response Booklet and Student Combined Booklet

All students included in IC will have a pre-printed SRB or student combined booklet for testing. If the student's pre-printed SRB or student combined booklet has incorrect demographic information, the pre-printed booklet will need to be marked "VOID" across the front in black marker. A new blank SRB or student combined booklet with the demographic information gridded must be provided. Gridding instructions are in the script portion of each of the grade level TAMs. Return the "voided" SRB to the BAC to be securely destroyed and return the voided student combined booklet with the school's nonscorables. If the student combined booklet is VOID due to damage by bodily fluids turn to page 71-72 for step by step instructions. Note: SRBs and student combined booklets included in the grades 10 and 11 accommodated kits will not be pre-printed.

**Kentucky Performance Rating for Educational Progress
K-PREP
Student Response Booklet
Grade 6
Spring 2018**

1 STUDENT INFORMATION

Student Name (Please print)

School Name

School District

2 STUDENT'S LAST NAME **3 STUDENT'S FIRST NAME**

4 GENDER


☐ MALE ☐ FEMALE

5 ACCOMMODATED MATERIALS

☐ A-100 ☐ A-101 ☐ A-102 ☐ A-103 ☐ A-104 ☐ A-105 ☐ A-106 ☐ A-107 ☐ A-108 ☐ A-109 ☐ A-110 ☐ A-111 ☐ A-112 ☐ A-113 ☐ A-114 ☐ A-115 ☐ A-116 ☐ A-117 ☐ A-118 ☐ A-119 ☐ A-120 ☐ A-121 ☐ A-122 ☐ A-123 ☐ A-124 ☐ A-125 ☐ A-126 ☐ A-127 ☐ A-128 ☐ A-129 ☐ A-130 ☐ A-131 ☐ A-132 ☐ A-133 ☐ A-134 ☐ A-135 ☐ A-136 ☐ A-137 ☐ A-138 ☐ A-139 ☐ A-140 ☐ A-141 ☐ A-142 ☐ A-143 ☐ A-144 ☐ A-145 ☐ A-146 ☐ A-147 ☐ A-148 ☐ A-149 ☐ A-150 ☐ A-151 ☐ A-152 ☐ A-153 ☐ A-154 ☐ A-155 ☐ A-156 ☐ A-157 ☐ A-158 ☐ A-159 ☐ A-160 ☐ A-161 ☐ A-162 ☐ A-163 ☐ A-164 ☐ A-165 ☐ A-166 ☐ A-167 ☐ A-168 ☐ A-169 ☐ A-170 ☐ A-171 ☐ A-172 ☐ A-173 ☐ A-174 ☐ A-175 ☐ A-176 ☐ A-177 ☐ A-178 ☐ A-179 ☐ A-180 ☐ A-181 ☐ A-182 ☐ A-183 ☐ A-184 ☐ A-185 ☐ A-186 ☐ A-187 ☐ A-188 ☐ A-189 ☐ A-190 ☐ A-191 ☐ A-192 ☐ A-193 ☐ A-194 ☐ A-195 ☐ A-196 ☐ A-197 ☐ A-198 ☐ A-199 ☐ A-200 ☐ A-201 ☐ A-202 ☐ A-203 ☐ A-204 ☐ A-205 ☐ A-206 ☐ A-207 ☐ A-208 ☐ A-209 ☐ A-210 ☐ A-211 ☐ A-212 ☐ A-213 ☐ A-214 ☐ A-215 ☐ A-216 ☐ A-217 ☐ A-218 ☐ A-219 ☐ A-220 ☐ A-221 ☐ A-222 ☐ A-223 ☐ A-224 ☐ A-225 ☐ A-226 ☐ A-227 ☐ A-228 ☐ A-229 ☐ A-230 ☐ A-231 ☐ A-232 ☐ A-233 ☐ A-234 ☐ A-235 ☐ A-236 ☐ A-237 ☐ A-238 ☐ A-239 ☐ A-240 ☐ A-241 ☐ A-242 ☐ A-243 ☐ A-244 ☐ A-245 ☐ A-246 ☐ A-247 ☐ A-248 ☐ A-249 ☐ A-250 ☐ A-251 ☐ A-252 ☐ A-253 ☐ A-254 ☐ A-255 ☐ A-256 ☐ A-257 ☐ A-258 ☐ A-259 ☐ A-260 ☐ A-261 ☐ A-262 ☐ A-263 ☐ A-264 ☐ A-265 ☐ A-266 ☐ A-267 ☐ A-268 ☐ A-269 ☐ A-270 ☐ A-271 ☐ A-272 ☐ A-273 ☐ A-274 ☐ A-275 ☐ A-276 ☐ A-277 ☐ A-278 ☐ A-279 ☐ A-280 ☐ A-281 ☐ A-282 ☐ A-283 ☐ A-284 ☐ A-285 ☐ A-286 ☐ A-287 ☐ A-288 ☐ A-289 ☐ A-290 ☐ A-291 ☐ A-292 ☐ A-293 ☐ A-294 ☐ A-295 ☐ A-296 ☐ A-297 ☐ A-298 ☐ A-299 ☐ A-300 ☐ A-301 ☐ A-302 ☐ A-303 ☐ A-304 ☐ A-305 ☐ A-306 ☐ A-307 ☐ A-308 ☐ A-309 ☐ A-310 ☐ A-311 ☐ A-312 ☐ A-313 ☐ A-314 ☐ A-315 ☐ A-316 ☐ A-317 ☐ A-318 ☐ A-319 ☐ A-320 ☐ A-321 ☐ A-322 ☐ A-323 ☐ A-324 ☐ A-325 ☐ A-326 ☐ A-327 ☐ A-328 ☐ A-329 ☐ A-330 ☐ A-331 ☐ A-332 ☐ A-333 ☐ A-334 ☐ A-335 ☐ A-336 ☐ A-337 ☐ A-338 ☐ A-339 ☐ A-340 ☐ A-341 ☐ A-342 ☐ A-343 ☐ A-344 ☐ A-345 ☐ A-346 ☐ A-347 ☐ A-348 ☐ A-349 ☐ A-350 ☐ A-351 ☐ A-352 ☐ A-353 ☐ A-354 ☐ A-355 ☐ A-356 ☐ A-357 ☐ A-358 ☐ A-359 ☐ A-360 ☐ A-361 ☐ A-362 ☐ A-363 ☐ A-364 ☐ A-365 ☐ A-366 ☐ A-367 ☐ A-368 ☐ A-369 ☐ A-370 ☐ A-371 ☐ A-372 ☐ A-373 ☐ A-374 ☐ A-375 ☐ A-376 ☐ A-377 ☐ A-378 ☐ A-379 ☐ A-380 ☐ A-381 ☐ A-382 ☐ A-383 ☐ A-384 ☐ A-385 ☐ A-386 ☐ A-387 ☐ A-388 ☐ A-389 ☐ A-390 ☐ A-391 ☐ A-392 ☐ A-393 ☐ A-394 ☐ A-395 ☐ A-396 ☐ A-397 ☐ A-398 ☐ A-399 ☐ A-400 ☐ A-401 ☐ A-402 ☐ A-403 ☐ A-404 ☐ A-405 ☐ A-406 ☐ A-407 ☐ A-408 ☐ A-409 ☐ A-410 ☐ A-411 ☐ A-412 ☐ A-413 ☐ A-414 ☐ A-415 ☐ A-416 ☐ A-417 ☐ A-418 ☐ A-419 ☐ A-420 ☐ A-421 ☐ A-422 ☐ A-423 ☐ A-424 ☐ A-425 ☐ A-426 ☐ A-427 ☐ A-428 ☐ A-429 ☐ A-430 ☐ A-431 ☐ A-432 ☐ A-433 ☐ A-434 ☐ A-435 ☐ A-436 ☐ A-437 ☐ A-438 ☐ A-439 ☐ A-440 ☐ A-441 ☐ A-442 ☐ A-443 ☐ A-444 ☐ A-445 ☐ A-446 ☐ A-447 ☐ A-448 ☐ A-449 ☐ A-450 ☐ A-451 ☐ A-452 ☐ A-453 ☐ A-454 ☐ A-455 ☐ A-456 ☐ A-457 ☐ A-458 ☐ A-459 ☐ A-460 ☐ A-461 ☐ A-462 ☐ A-463 ☐ A-464 ☐ A-465 ☐ A-466 ☐ A-467 ☐ A-468 ☐ A-469 ☐ A-470 ☐ A-471 ☐ A-472 ☐ A-473 ☐ A-474 ☐ A-475 ☐ A-476 ☐ A-477 ☐ A-478 ☐ A-479 ☐ A-480 ☐ A-481 ☐ A-482 ☐ A-483 ☐ A-484 ☐ A-485 ☐ A-486 ☐ A-487 ☐ A-488 ☐ A-489 ☐ A-490 ☐ A-491 ☐ A-492 ☐ A-493 ☐ A-494 ☐ A-495 ☐ A-496 ☐ A-497 ☐ A-498 ☐ A-499 ☐ A-500 ☐ A-501 ☐ A-502 ☐ A-503 ☐ A-504 ☐ A-505 ☐ A-506 ☐ A-507 ☐ A-508 ☐ A-509 ☐ A-510 ☐ A-511 ☐ A-512 ☐ A-513 ☐ A-514 ☐ A-515 ☐ A-516 ☐ A-517 ☐ A-518 ☐ A-519 ☐ A-520 ☐ A-521 ☐ A-522 ☐ A-523 ☐ A-524 ☐ A-525 ☐ A-526 ☐ A-527 ☐ A-528 ☐ A-529 ☐ A-530 ☐ A-531 ☐ A-532 ☐ A-533 ☐ A-534 ☐ A-535 ☐ A-536 ☐ A-537 ☐ A-538 ☐ A-539 ☐ A-540 ☐ A-541 ☐ A-542 ☐ A-543 ☐ A-544 ☐ A-545 ☐ A-546 ☐ A-547 ☐ A-548 ☐ A-549 ☐ A-550 ☐ A-551 ☐ A-552 ☐ A-553 ☐ A-554 ☐ A-555 ☐ A-556 ☐ A-557 ☐ A-558 ☐ A-559 ☐ A-560 ☐ A-561 ☐ A-562 ☐ A-563 ☐ A-564 ☐ A-565 ☐ A-566 ☐ A-567 ☐ A-568 ☐ A-569 ☐ A-570 ☐ A-571 ☐ A-572 ☐ A-573 ☐ A-574 ☐ A-575 ☐ A-576 ☐ A-577 ☐ A-578 ☐ A-579 ☐ A-580 ☐ A-581 ☐ A-582 ☐ A-583 ☐ A-584 ☐ A-585 ☐ A-586 ☐ A-587 ☐ A-588 ☐ A-589 ☐ A-590 ☐ A-591 ☐ A-592 ☐ A-593 ☐ A-594 ☐ A-595 ☐ A-596 ☐ A-597 ☐ A-598 ☐ A-599 ☐ A-600 ☐ A-601 ☐ A-602 ☐ A-603 ☐ A-604 ☐ A-605 ☐ A-606 ☐ A-607 ☐ A-608 ☐ A-609 ☐ A-610 ☐ A-611 ☐ A-612 ☐ A-613 ☐ A-614 ☐ A-615 ☐ A-616 ☐ A-617 ☐ A-618 ☐ A-619 ☐ A-620 ☐ A-621 ☐ A-622 ☐ A-623 ☐ A-624 ☐ A-625 ☐ A-626 ☐ A-627 ☐ A-628 ☐ A-629 ☐ A-630 ☐ A-631 ☐ A-632 ☐ A-633 ☐ A-634 ☐ A-635 ☐ A-636 ☐ A-637 ☐ A-638 ☐ A-639 ☐ A-640 ☐ A-641 ☐ A-642 ☐ A-643 ☐ A-644 ☐ A-645 ☐ A-646 ☐ A-647 ☐ A-648 ☐ A-649 ☐ A-650 ☐ A-651 ☐ A-652 ☐ A-653 ☐ A-654 ☐ A-655 ☐ A-656 ☐ A-657 ☐ A-658 ☐ A-659 ☐ A-660 ☐ A-661 ☐ A-662 ☐ A-663 ☐ A-664 ☐ A-665 ☐ A-666 ☐ A-667 ☐ A-668 ☐ A-669 ☐ A-670 ☐ A-671 ☐ A-672 ☐ A-673 ☐ A-674 ☐ A-675 ☐ A-676 ☐ A-677 ☐ A-678 ☐ A-679 ☐ A-680 ☐ A-681 ☐ A-682 ☐ A-683 ☐ A-684 ☐ A-685 ☐ A-686 ☐ A-687 ☐ A-688 ☐ A-689 ☐ A-690 ☐ A-691 ☐ A-692 ☐ A-693 ☐ A-694 ☐ A-695 ☐ A-696 ☐ A-697 ☐ A-698 ☐ A-699 ☐ A-700 ☐ A-701 ☐ A-702 ☐ A-703 ☐ A-704 ☐ A-705 ☐ A-706 ☐ A-707 ☐ A-708 ☐ A-709 ☐ A-710 ☐ A-711 ☐ A-712 ☐ A-713 ☐ A-714 ☐ A-715 ☐ A-716 ☐ A-717 ☐ A-718 ☐ A-719 ☐ A-720 ☐ A-721 ☐ A-722 ☐ A-723 ☐ A-724 ☐ A-725 ☐ A-726 ☐ A-727 ☐ A-728 ☐ A-729 ☐ A-730 ☐ A-731 ☐ A-732 ☐ A-733 ☐ A-734 ☐ A-735 ☐ A-736 ☐ A-737 ☐ A-738 ☐ A-739 ☐ A-740 ☐ A-741 ☐ A-742 ☐ A-743 ☐ A-744 ☐ A-745 ☐ A-746 ☐ A-747 ☐ A-748 ☐ A-749 ☐ A-750 ☐ A-751 ☐ A-752 ☐ A-753 ☐ A-754 ☐ A-755 ☐ A-756 ☐ A-757 ☐ A-758 ☐ A-759 ☐ A-760 ☐ A-761 ☐ A-762 ☐ A-763 ☐ A-764 ☐ A-765 ☐ A-766 ☐ A-767 ☐ A-768 ☐ A-769 ☐ A-770 ☐ A-771 ☐ A-772 ☐ A-773 ☐ A-774 ☐ A-775 ☐ A-776 ☐ A-777 ☐ A-778 ☐ A-779 ☐ A-780 ☐ A-781 ☐ A-782 ☐ A-783 ☐ A-784 ☐ A-785 ☐ A-786 ☐ A-787 ☐ A-788 ☐ A-789 ☐ A-790 ☐ A-791 ☐ A-792 ☐ A-793 ☐ A-794 ☐ A-795 ☐ A-796 ☐ A-797 ☐ A-798 ☐ A-799 ☐ A-800 ☐ A-801 ☐ A-802 ☐ A-803 ☐ A-804 ☐ A-805 ☐ A-806 ☐ A-807 ☐ A-808 ☐ A-809 ☐ A-810 ☐ A-811 ☐ A-812 ☐ A-813 ☐ A-814 ☐ A-815 ☐ A-816 ☐ A-817 ☐ A-818 ☐ A-819 ☐ A-820 ☐ A-821 ☐ A-822 ☐ A-823 ☐ A-824 ☐ A-825 ☐ A-826 ☐ A-827 ☐ A-828 ☐ A-829 ☐ A-830 ☐ A-831 ☐ A-832 ☐ A-833 ☐ A-834 ☐ A-835 ☐ A-836 ☐ A-837 ☐ A-838 ☐ A-839 ☐ A-840 ☐ A-841 ☐ A-842 ☐ A-843 ☐ A-844 ☐ A-845 ☐ A-846 ☐ A-847 ☐ A-848 ☐ A-849 ☐ A-850 ☐ A-851 ☐ A-852 ☐ A-853 ☐ A-854 ☐ A-855 ☐ A-856 ☐ A-857 ☐ A-858 ☐ A-859 ☐ A-860 ☐ A-861 ☐ A-862 ☐ A-863 ☐ A-864 ☐ A-865 ☐ A-866 ☐ A-867 ☐ A-868 ☐ A-869 ☐ A-870 ☐ A-871 ☐ A-872 ☐ A-873 ☐ A-874 ☐ A-875 ☐ A-876 ☐ A-877 ☐ A-878 ☐ A-879 ☐ A-880 ☐ A-881 ☐ A-882 ☐ A-883 ☐ A-884 ☐ A-885 ☐ A-886 ☐ A-887 ☐ A-888 ☐ A-889 ☐ A-890 ☐ A-891 ☐ A-892 ☐ A-893 ☐ A-894 ☐ A-895 ☐ A-896 ☐ A-897 ☐ A-898 ☐ A-899 ☐ A-900 ☐ A-901 ☐ A-902 ☐ A-903 ☐ A-904 ☐ A-905 ☐ A-906 ☐ A-907 ☐ A-908 ☐ A-909 ☐ A-910 ☐ A-911 ☐ A-912 ☐ A-913 ☐ A-914 ☐ A-915 ☐ A-916 ☐ A-917 ☐ A-918 ☐ A-919 ☐ A-920 ☐ A-921 ☐ A-922 ☐ A-923 ☐ A-924 ☐ A-925 ☐ A-926 ☐ A-927 ☐ A-928 ☐ A-929 ☐ A-930 ☐ A-931 ☐ A-932 ☐ A-933 ☐ A-934 ☐ A-935 ☐ A-936 ☐ A-937 ☐ A-938 ☐ A-939 ☐ A-940 ☐ A-941 ☐ A-942 ☐ A-943 ☐ A-944 ☐ A-945 ☐ A-946 ☐ A-947 ☐ A-948 ☐ A-949 ☐ A-950 ☐ A-951 ☐ A-952 ☐ A-953 ☐ A-954 ☐ A-955 ☐ A-956 ☐ A-957 ☐ A-958 ☐ A-959 ☐ A-960 ☐ A-961 ☐ A-962 ☐ A-963 ☐ A-964 ☐ A-965 ☐ A-966 ☐ A-967 ☐ A-968 ☐ A-969 ☐ A-970 ☐ A-971 ☐ A-972 ☐ A-973 ☐ A-974 ☐ A-975 ☐ A-976 ☐ A-977 ☐ A-978 ☐ A-979 ☐ A-980 ☐ A-981 ☐ A-982 ☐ A-983 ☐ A-984 ☐ A-985 ☐ A-986 ☐ A-987 ☐ A-988 ☐ A-989 ☐ A-990 ☐ A-991 ☐ A-992 ☐ A-993 ☐ A-994 ☐ A-995 ☐ A-996 ☐ A-997 ☐ A-998 ☐ A-999 ☐ A-1000 ☐ A-1001 ☐ A-1002 ☐ A-1003 ☐ A-1004 ☐ A-1005 ☐ A-1006 ☐ A-1007 ☐ A-1008 ☐ A-1009 ☐ A-1010 ☐ A-1011 ☐ A-1012 ☐ A-1013 ☐ A-1014 ☐ A-1015 ☐ A-1016 ☐ A-1017 ☐ A-1018 ☐ A-1019 ☐ A-1020 ☐ A-1021 ☐ A-1022 ☐ A-1023 ☐ A-1024 ☐ A-1025 ☐ A-1026 ☐ A-1027 ☐ A-1028 ☐ A-1029 ☐ A-1030 ☐ A-1031 ☐ A-1032 ☐ A-1033 ☐ A-1034 ☐ A-1035 ☐ A-1036 ☐ A-1037 ☐ A-1038 ☐ A-1039 ☐ A-1040 ☐ A-1041 ☐ A-1042 ☐ A-1043 ☐ A-1044 ☐ A-1045 ☐ A-1046 ☐ A-1047 ☐ A-1048 ☐ A-1049 ☐ A-1050 ☐ A-1051 ☐ A-1052 ☐ A-1053 ☐ A-1054 ☐ A-1055 ☐ A-1056 ☐ A-1057 ☐ A-1058 ☐ A-1059 ☐ A-1060 ☐ A-1061 ☐ A-1062 ☐ A-1063 ☐ A-1064 ☐ A-1065 ☐ A-1066 ☐ A-1067 ☐ A-1068 ☐ A-1069 ☐ A-1070 ☐ A-1071 ☐ A-1072 ☐ A-1073 ☐ A-1074 ☐ A-1075 ☐ A-1076 ☐ A-1077 ☐ A-1078 ☐ A-1079 ☐ A-1080 ☐ A-1081 ☐ A-1082 ☐ A-1083 ☐ A-1084 ☐ A-1085 ☐ A-1086 ☐ A-1087 ☐ A-1088 ☐ A-1089 ☐ A-1090 ☐ A-1091 ☐ A-1092 ☐ A-1093 ☐ A-1094 ☐ A-1095 ☐ A-1096 ☐ A-1097 ☐ A-1098 ☐ A-1099 ☐ A-1100 ☐ A-1101 ☐ A-1102 ☐ A-1103 ☐ A-1104 ☐ A-1105 ☐ A-1106 ☐ A-1107 ☐ A-1108 ☐ A-1109 ☐ A-1110 ☐ A-1111 ☐ A-1112 ☐ A-1113 ☐ A-1114 ☐ A-1115 ☐ A-1116 ☐ A-1117 ☐ A-1118 ☐ A-1119 ☐ A-1120 ☐ A-1121 ☐ A-1122 ☐ A-1123 ☐ A-1124 ☐ A-1125 ☐ A-1126 ☐ A-1127 ☐ A-1128 ☐ A-1129 ☐ A-1130 ☐ A-1131 ☐ A-1132 ☐ A-1133 ☐ A-1134 ☐ A-1135 ☐ A-1136 ☐ A-1137 ☐ A-1138 ☐ A-1139 ☐ A-1140 ☐ A-1141 ☐ A-1142 ☐ A-1143 ☐ A-1144 ☐ A-1145 ☐ A-1146 ☐ A-1147 ☐ A-1148 ☐ A-1149 ☐ A-1150 ☐ A-1151 ☐ A-1152 ☐ A-1153 ☐ A-1154 ☐ A-1155 ☐ A-1156 ☐ A-1157 ☐ A-115

Pre-Printed Demographic Information for a SRB

Below is how the demographic information will look on the pre-printed student response booklet.


LASTNAME, FIRSTNAME Q
 SCHOOL NAME
 DISTRICT NAME

 319960831-6

9999999999
 MM/DD/YYYY
 GENDER: X
 CODE: 999999

SSID
 Date of Birth
 District/School Code

Pre-Printed Demographic Information for a Student Combined Booklet

Below is how the demographic information will look on the pre-printed student combined booklet. The security barcode is included in the pre-printed information for those students that have been assigned a pre-printed student combined booklet.

LASTNAME, FIRSTNAME Q
 SCHOOL NAME
 DISTRICT NAME

 319960831-6

9999999999
 MM/DD/YYYY
 GENDER: X
 CODE: 999999

SSID
 Date of Birth
 District/School Code
 Security Barcode

Serial Number

This unique seven-digit number is used to track a student to a SRB or student combined booklet in SDRR. The serial number is located on the front page of the SRB or student combined booklet in the lower right corner. This number may be entered in SDRR for newly enrolled students, students missing a pre-printed SRB or student combined booklet, or if a new SRB or student combined booklet is used to replace one that has been damaged.

Room Location Codes

Room location codes should be bubbled on the SRB or student combined booklet indicating the room where each student took the content area of the test. For locations without a room number (e.g., library) the BAC will assign a room number and maintain the list.

Seating Charts

Seating charts, for both groups and/or individuals, are required for all state-required test administrations, reflecting students and adults in the testing room. The DAC will collect and maintain. Examples are provided on KDE's website, <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>, and in Appendix A of this manual.

Student Honor Code for Paper Testing

A student honor code has been printed on the back page of the SRB and the student combined booklet. This process is one of the critical pieces of test security that was added to monitor appropriate administration of state-required tests. Students should be reminded of the importance of doing their own work and always putting forth their best effort. Test administrators are to read aloud the student honor code and have students sign the honor code prior to the onset of testing. If the student refuses to sign the honor code, testing should move forward.

K-PREP Student Honor Code

I understand the answers on this test must be my own work.
Receiving test questions or answers from others is cheating. Giving
test questions or answers to others is cheating. If I cheat before,
during, or after the test, my school may discipline me and my test
may not be scored.

Student Signature

NOTE: Students taking science at grades 4, 7 and 11 will be asked to sign a Student Honor Code again (once for K-PREP and once for science). See back cover of student combined booklet on page 66.

Student Honor Code for Online Testing

After students log in to TestNav 8 and begin the test, they will be asked to read and accept the honor code. They will not be able to test without accepting the honor code. This process is one of the critical pieces of test security that was added to monitor appropriate administration of the K-PREP test. Students should be reminded of the importance of doing their own work and always putting forth their best effort.

Terms and Conditions ×

K-PREP Student Honor Code

I understand the answers on this test must be my own work. Receiving test questions or answers from others is cheating. Giving test questions or answers to others is cheating. If I cheat before, during, or after the test, my school may discipline me and my test may not be scored.

☐ I agree to the Terms and Conditions

Continue

New Students to District

New students to the district will need to receive a blank SRB or student combined booklet. The demographic portion of the document must be completed before testing. Gridding instructions are in the script portion of each of the grade level *TAMs*. For online testing new students will need to be added to PAN, detailed instructions for this is on page 50.

Void Student Response Booklets and Student Combined Booklets

When a SRB or student combined booklet needs to be voided for any reason, “VOID” must be written across the front of the SRB and/or student combined booklet with a black marker. Once testing is complete, all voided SRBs are to be returned to the BAC or DAC to be securely destroyed. When a student combined booklet needs to be voided for any reason, “VOID” must be written across the front of the booklet with a black marker. **Once testing is complete, all voided student combined booklets are to be returned with the nonscorable shipment except for those damaged by bodily fluids; those will need to be securely destroyed.**

Examples of reasons a booklet would be voided include:

- Damaged by food
- Damaged by water
- Booklets that have torn pages
- SRBs damaged by student during testing, i.e., answering in wrong part of the test
- Incorrect demographics on SRB or student combined booklet

- SRBs or student combined booklets for students with an approved medical or extraordinary non-participation request (Student combined booklets are returned with the nonscorable test materials.)
- Alternate K-PREP student assigned an SRB or student combined booklet.

Damaged Test Materials

Secure Student Test Booklets

If a student **test booklet** has been damaged by bodily fluids (e.g., a nosebleed), contact Pearson so the service center may properly document necessary data prior to destruction of the materials in accordance with OSHA rules. Provide information to the BAC as to why the test booklet was destroyed. The BAC will note this on the *School Test Materials Security Checklist*.

If secure test materials are damaged, school personnel must contact the BAC prior to the BAC or DAC contacting Pearson Kentucky Customer Service Center at (888) 437-1430 **PRIOR** to destroying the materials.

- Report the type of test material (grade) damaged, the security barcode number from the upper right corner on the back cover of the test booklet, and the school in which the test booklet was assigned.
- In accordance with OSHA rules, do **NOT** return test materials damaged by bodily fluids; they will not be processed or scored. These materials must be securely destroyed.

Student Response Booklets

If the scorable **SRB** was damaged after the student began testing, the student's responses must be transcribed into a new SRB by trained school personnel. Make sure that once the student's responses are transcribed, the damaged booklet has "VOID" marked across it in black marker and it is returned to the BAC to be securely destroyed. **There is no need to call Pearson to report a damaged SRB.**

- If SRBs are damaged, school personnel must contact their BAC or DAC **PRIOR** to destroying the materials. The BAC or DAC will keep a record at the district with the following information: student's name, serial number from the front of the damaged SRB and reason for destroying.
- The materials must be securely destroyed and the serial number from the new SRB may be annotated in SDRR as a written record.
- In accordance with OSHA rules, do NOT return test materials damaged by bodily fluids; they will not be processed or scored. These materials must be securely destroyed.

Student Combined Booklets

If a student combined booklet has been **damaged by bodily fluids** (e.g., a nosebleed), the BAC or DAC will contact Pearson at (888) 437-1430 so the service center may properly document necessary data prior to destruction of the materials in accordance with OSHA rules. Provide information to the BAC as to why the student combined booklet was destroyed. The BAC will note this on the *School Test Materials Security Checklist*. If the student combined booklet was damaged after the student began testing, the student's responses must be transcribed into a new combined student booklet, of the same form number as the original combined student booklet, by trained school personnel. Make sure that once the student's

responses are transcribed, the damaged booklet has “VOID” marked across it in black marker and it is returned to the BAC or DAC to be securely destroyed.

If a student combined booklet is damaged, replace it with a new booklet of the same form.

- Report the type of test material (grade and form number) damaged, the security barcode number from the pre-printed combined student booklet and the school in which the student combined booklet was assigned. Remember when assigning a new combined student booklet from overage test materials, assign the new security barcode from the back of the student combined booklet on the *School Test Materials Security Checklist*.
- When a combined student booklet is damaged, the test administrator must contact the BAC or DAC to determine next steps. The BAC or DAC will keep a record at the district with the following information: student’s name, serial number from the front of the damaged student combined booklet, form number, security barcode number and reason for destroying.
- In accordance with OSHA rules, do **NOT** return test materials damaged by bodily fluids; they will not be processed or scored. These materials must be securely destroyed.
- The materials must be securely destroyed and the security number from the new student combined booklet may be annotated in SDRR.

Accommodated Materials Requests

Accommodated materials are ordered by DACs in PearsonAccess^{next}. All accommodated materials are included with the original test materials shipment. If a school has additional students that need either Braille, large-print, audio or text reader accommodated materials, these can be ordered by DACs via PearsonAccess^{next}, Additional Orders.

Accommodated Materials Grades 10 and 11 only

Students in grade 10—Once the student has completed testing and the answers have been transcribed in to the SRB, included in their accommodation kit, the SRB is to be placed in the manila envelope included in the kit and placed in to the envelope(s) in the box the accommodated kit was received and return to Pearson. All the transcription for the accommodated test materials will be provided by Pearson. There is a violet scorable label to be used for all scorable grade 10 SRBs and a pink nonscorable label for all secure test booklets. Extra boxes can be ordered via Additional Orders on PAN.

Students in grade 11—Once the student has completed testing and the answers have been transcribed in to the SRB, included in their accommodation kit, the SRB is to be placed in the manila envelope included in the kit and placed in to the envelope(s) on top of box 1 of the scorable test materials being returned to Pearson. All the transcription for the accommodated test materials will be provided by Pearson. The secure test booklets and student test booklets are to be returned with the nonscorable test materials.

Schools Without Original Grade Shipments

If you need materials for a grade (in any alternative program) that previously did not have an enrollment and therefore did not receive materials, please contact the DAC as soon as possible. New grade-level orders must be processed so that the school receives the proper testing and return shipping materials.

BAC—After Testing Procedures

Collection and Return of Test Materials

After the tests are administered, the BAC is responsible for collecting, packing and returning test materials to the DAC.

Identifying Return Test Materials

The *Coordinator Kit* is found in Box 1 of the test materials. This kit contains the Kentucky Informational Memo for returning used SRBs and used student combined booklets, secure test materials and instructions for using the red and blue return labels for returning test materials to the DAC.

All used SRBs, student combined booklets and secure test booklets must be returned to the DAC immediately after testing. Items that must be returned include the following:

- **Used** SRBs
- **Used and unused** student combined booklets including VOID student combined booklets
- **All** used and unused secure test booklets (see the diagrams for packing order on the following pages)

Items that should not be returned:

- **Unused and voided** SRBs (**must be securely destroyed**)
- Scratch paper—lined or graph paper (**must be securely destroyed**)
- *DAC/BAC Manual for Kentucky Performance Rating for Educational Progress*
- *School Test Materials Security Checklist* (keep a copy on file at the school and send the original copy to the DAC to keep on file for 12 months)
- *TAMs*
- Unused School ID Headers
- Extra paper bands
- Reference sheets
- Rulers

Secure Test Booklet

A secure test booklet and/or student combined booklet should be returned for every student, except students participating in the Alternate K-PREP. Be certain that each booklet is properly marked and is free of rough drafts and scratch paper.

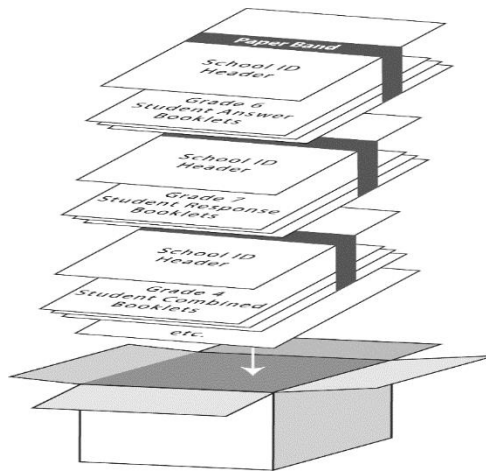
Packing the Used Student Response Booklets and Student Combined Booklets (Scorable)

Packing Scorable Materials From an Individual School and Returning Used Student Response Booklets

- Arrange all used SRBs and student combined booklets by grade and in separate stacks. Place grade 11 accommodated envelope(s) on the top of box 1. **All unused pre-printed, blank and VOID SRBs are to be securely destroyed. All unused pre-printed student combined booklets are to be returned with the nonscorables, except for those damaged with bodily fluids.**
- Grade 10 accommodated envelope(s) are to be returned in a box with a violet scorable return label.
- Place a pre-printed *School ID Header* on top of each grade, SRBs and student combined booklets are not to be combined under a header. If necessary, complete the sheet with district/school numbers, grade and number of completed response booklets being returned. If more than one paper band is needed, do not use a *School ID Header* on the additional stacks. Instead, mark the paper bands with name of school, type of response booklet (SRBs or student combined booklet) and grade. Example: if three stacks are needed, mark the bands “1 of 3,” “2 of 3” and “3 of 3,” and write the name of the school and grade.
- Place all used SRBs and student combined booklets by grade in the shipping box(es) provided by Pearson.
- Attach a red return label to each box of the SRBs and student combined booklets. Make sure the correct label is attached.
- If testing irregularities occur, contact the DAC and/or KDE immediately.

Diagram for Packing Used Student Response Booklets and Student Combined Booklets

1. Place all **used** SRBs and student combined booklets in stacks by grade, do not mix the grade 4 and 7 SRBs and student combined booklets under the same header.
2. Place a School ID Header on top of each stack of SRBs and student combined booklets and band together with a paper band.
3. Place bundled SRBs and student combined booklets in boxes and label the boxes with red scorable labels. Multiple grades can be placed in one box, as illustrated below.
4. Return all completed used SRBs and student combined booklets to the DAC immediately after the testing window. The UPS pickup dates will be determined by the district's testing window.



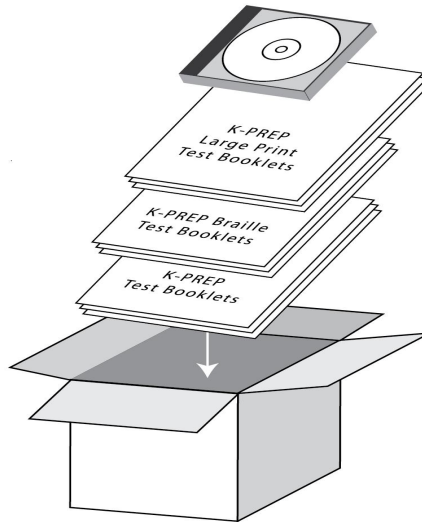
Packing the Nonscorable Test Materials

Packing the Used and Unused Nonscorable Test Materials

- **All (3-8 and 11)** nonscorable secure test booklets, student combined booklets and accommodated materials should be placed in the shipping boxes provided by Pearson.
- All Grade 10 Field Test nonscorable secure test booklets, student combined booklets and accommodated test materials should be placed in the shipping boxes provided by Pearson. Attach a pink label to each box, that label should be affixed so it covers the original label on the shipping box.
- Attach a blue return label to each box. The return label has “Nonscorable Materials” printed on it to indicate that the box(es) contain(s) nonscorable test materials. It should be affixed so that it covers the original label on the shipping box. Make sure the correct label is used.
- The number of boxes being returned (e.g., Box 1 of 4) for the school must be written on the return label of each box below the school name.
- Make a copy of the *School Test Materials Security Checklist* for school records and send the original to the DAC for the district files; do **not** return to Pearson.
- Return all boxes to the DAC for shipment to Pearson.

Diagram for Packing Nonscorable Secure Test Materials

1. Place all **used and unused** secure test booklets and accommodation materials in the box.
2. Return all nonscorable secure test materials to the DAC immediately following testing.



BAC Certification of Proper Test Administration

This form is to be completed by the BAC to confirm adherence to the *Administration Code for Kentucky's Educational Assessment Programs* (703 KAR 5:080), the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070), and to certify that a proper test administration has been completed. The DAC is to collect and maintain a file that contains the BAC Certifications in the district. The DAC and BAC Certification forms are sent via a DAC Monday E-mail near the end of testing to certify that all testing is complete.

Part 8: Online Test Preparation

Introduction

Test sessions are virtual groupings of students who will, typically, take the same test at the same time in the same location. Part 8 of this guide describes the process of creating test sessions and the optional steps that need to be taken before a test session is started. It is best practice to create test sessions after Configure TestNav 8 has been completed in PAN by the district technology coordinator. When creating and managing test sessions, remember to always verify that the K-PREP Spring 2019 Grade 10 Field Test or K-PREP Spring 2019 Administration is selected.

For more detailed instructions on creating a test session, adding students, preparing and starting a test session, and printing student testing tickets and session rosters, refer to the [PAN User Guide](#). The *Creating Test Sessions Guide* provides specific detailed instructions for completing the series of steps required in PAN for creating through starting student test sessions. The *Creating Test Sessions Guide* is located on the webpage of the Kentucky Department of Education (KDE) website, www.education.ky.gov and in the Support section of PAN.

Timeframe for Completing Tasks

- Create test session and add students to test session – at least two weeks before testing.
- Print secure student testing ticket – one week before testing.
- Precache test content (optional) – one to two weeks before testing.
- Prepare test session(s) – one to two weeks before testing.
- Start test session(s) – day of testing.

Test Materials Needed for Online Testing

The BAC will distribute the following test materials needed to administer the online test.

- Test Session Roster
- Student Testing Tickets
- Dictionary (for on-demand writing only)
- Thesaurus (for on-demand writing only)
- Scratch paper (Testing Tip: Student testing tickets may be printed one per page with the remaining paper available for use as scratch paper.)
- Pen/Pencil for use with scratch paper

Create Test Sessions and Add Students to Test Sessions in PearsonAccess^{next}

If the DAC or BAC will be managing test sessions in PAN, complete the following steps. Test session set up and proctor caching may be completed up until the testing window opens and throughout the testing window.

- Ensure you have a username and password for PAN.
- Create test sessions and add students to a test session in PAN, if not completed by the test administrator.
 - Verify that **K-PREP Spring 2019 Grade 10 Field Test or K-PREP Spring 2019 Administration** is selected in the drop down.

- From **Testing**, select the action drop down and select **Sessions**.
- Click the Start drop down.
- Select Create / Edit Sessions.
- *When creating test sessions, enter all required fields indicated by a red asterisk*:*
 - *Session name** – name of test session
 - *Organization** – school/campus where students will test
 - *Test Assigned** – Grade 10 Field Test-Reading and Mathematics/Grade 11 Science and On-Demand Writing
 - *Proctor Reads Aloud* – will not be used.
 - *Form Group Type** - Main
 - *Scheduled Start Date*, Time, and Lab location* - If you set test session dates and times, the system will not use them to limit when sessions can be started. The data is only used to help you with planning. Test Administrators, or other authorized users, must click the **Start Session** button in PAN.
 - *Precaching computer** - if at least one proctor caching computer is configured during the Configure TestNav 8 creation, you must select a proctor caching computer. Proctor caching is available one-two weeks before testing. Not all schools/districts will use proctor cache. Consult with your district technology coordinator for additional information.
- Add students to a test session in PAN
 - Students must be registered and assigned to the correct test before they can be added to a test session. Students were registered and assigned to their tests through a file KDE pulled from Infinite Campus, this file will be loaded to PAN March 6, 2019. Students who were not included in that upload will need to be created and registered manually in PAN. Instructions for doing so can be found in the PAN training module, [Managing and Registering Students](#).
 - Students can be added to test sessions, either individually or by group, as the test sessions are being created or they can be added at a later time. Search for students by clicking the **Find by Name or ID**. Click inside the blank Students field and a list of registered students will appear in a dropdown. Select the students you want to add to this session.
- Students must be added to sessions **before** the sessions are precached or prepared.
- Select the **Create** button after entering required fields.

Move Student from One School to Another School, Within a District in PearsonAccess^{next}

If a student needs to be moved from one school, to a different school within the district, complete the following steps:

- If the student is **not** yet registered for a session
 - Verify which test is being administered and choose the correct drop down, **K-PREP Spring 2019 Grade 10 Field Test or K-PREP Spring 2019 Administration** and the correct district, at the top of the screen.
 - Click on **Setup**, and select **Students**.
 - Enter the student's SSID in the SSID Filter area, and click **Search**.
 - Put a check mark in the box next to the student information, and click the **Start** drop down and select **Create/Edit Students**.
 - Click on the student's name on the left side of the screen, to bring up the student's information.
 - Click in the **Organization** box, select the school to which the student is moving, and delete the school the student is moving from, by clicking the 'x'. Then click **Save**.
- If the student is registered for a session, they must be **removed from the session/unregistered** before moving them to the new school.
 - To unregister a student, first verify you are in **K-PREP Spring 2019 Grade 10 Field Test or K-PREP Spring 2019 Administration** then click on Setup, and select Students.
 - Enter the student's SSID in the SSID Filter area, and click **Search**.
 - Put a check mark in the box next to the student information, and click the **Start** drop down and select **Registration**.
 - Remove the check mark from the Registration box, and click **Save**.
 - You can now move the student to the new school. Click on **Setup**, and select **Students**.
 - Enter the student's SSID in the SSID Filter area, and click **Search**.
 - Put a check mark in the box next to the student information, and click the **Start** drop down and select **Create/Edit Students**.
 - Click on the student's name on the left side of the screen, to bring up the student's information.
 - Click in the **Organization** box, select the school to which the student is moving, and delete the school the student is moving from, by clicking the 'x'. Then click **Save**.
 - Then register the student at the new school - click on Setup, and select Students.
 - Enter the student's SSID in the SSID Filter area, and click **Search**.
 - Put a check mark in the box next to the student information, and click the **Start** drop down and select **Registration**.
 - Insert the check mark from the Registration box, and click **Save**. Now you can assign the student to a test and session at the new school.

Printing Student Testing Tickets in PearsonAccess^{next}

- Each student must have a student test ticket to sign in to an online test. Each test ticket contains the student's unique username and password. You may also print a Session Roster for each session. The test tickets and rosters are secure documents and must be kept in a secure location until the test is administered. Test tickets should be printed at least one week prior to testing.
 - Verify that **K-PREP Spring 2019 Grade 10 Field Test or K-PREP Spring 2019 Administration** is selected in the dropdown.
 - From **Testing**, select the action dropdown and select **Sessions**.
 - Search for the session.
 - Check the box for the session.
 - Select **Go to Students in Sessions**.
 - Select the session under Session List.
 - Select the Resources dropdown.
 - Under Student Testing Tickets, select "Print all for this session." If you want to print only selected test tickets, click the checkbox next to the name of each student whose ticket you want to print and select "Print selected for this session."
 - Select a print format from the dropdown. The options are 1 per page, multiple per page, grid, or list. Print the testing ticket(s) using your browser. **Note:** If the "1 Per Page" option is selected, students may use the testing ticket as scratch paper.

Prepare Test Sessions in PearsonAccess^{next}

- After sessions are created and before the session is started, users prepare the session. This step takes the information provided when users created sessions to assign students to the correct test forms. **All test sessions must be prepared before a session can be started.** You can begin to Prepare Sessions when Proctor Cache becomes available on March 25. **Users should prepare sessions at least a day before testing.** You can prepare test sessions one at a time or prepare multiple sessions at the same time.
 - Verify **K-PREP Spring 2019 Grade 10 Field Test or K-PREP Spring 2019 Administration** is selected.
 - From the Testing dropdown, select **Sessions**.
 - Search for session(s).
 - Check session(s).
 - Select **Go to Students in Sessions**.
 - Verify the test session(s) you want to prepare is selected under Session List.
 - Click the **Prepare Session** button. (Note the session is *Not Prepared* and no Forms are assigned).
 - Session will show as *Preparing*.

- When prepared, the session will be in the *Ready* status and a Form number has been assigned to each student.

Start Test Sessions in PearsonAccess^{next}

- After a test session is prepared, it can then be started. Test sessions should be started on the day of testing, **before** students log in to test. You can start test sessions one at a time or start multiple sessions at the same time.
 - Verify **K-PREP Spring 2019 Grade 10 Field Test or K-PREP Spring 2019 Administration** is selected.
 - From the Testing dropdown, select **Sessions**.
 - Search for session(s). Click the Search dropdown to Search for all sessions.
 - Check session(s).
 - Select **Go to Students in Sessions**.

Select the **Start Session** button. (Students will log in with their test ticket **after** the test session has been started.)

Part 9: Online Testing Day

Prior to Testing and Before Students Arrive

- BACs confirm that test administrators have student testing tickets and all of the necessary material needed to administer the online tests.
 - Each student must have a student test ticket in order to log in to a test. Student test tickets contain a unique username and password needed to log in. The BAC must provide the test administrator testing tickets for all students in the session.
 - The test tickets can be printed any time before students in the session log in to the test. The test tickets are secure and must be kept in a secure location until the test is administered and will be turned in to the BAC by the test administrator after the test session is over.
- Start the test session in PAN, if this is not completed by the test administrator (see Part 7 for details). Test sessions should not be started until the first day of testing.
- If managing test sessions in PAN, verify all students who will be testing are in the test session (see Part 8 for details).

After Testing

- **Mark tests complete:** There may be situations where a DAC or BAC needs to mark a student's test complete in PAN
 - When a student will not complete the test during the test session, the tests may be marked complete if the district chooses. However, all incomplete tests will automatically be marked complete by Pearson at the end of the testing window
 - If the student leaves during testing session due to illness and will not return during the session the test should be marked complete.
 - Select the checkmark next to a student that is in "Ready" Student Test Status (you can do this by ensuring that "In the selected session(s) above" is chosen under **Find Students.**)
 - Next, under **Select Tasks**, select **Mark Student Tests Complete.**
 - Next, select **Start.**
 - The next screen requires a "Reason." Input a reason the student's test will be marked complete (for example, the "Student was Absent" or "The Student Refused to Test").
 - Select **Mark Complete.** NOTE: As it says on the screen, this action is not reversible.
 - On the following screen, the Student Test Status will now say "Marked Complete."

Appendix A: Forms

Form Descriptions

Appropriate Assessment Practices Certification Form

The Appropriate Assessment Practices Certification Form is included at the back of every *TAM*. This form should be read and signed by each test administrator and kept on file by the BAC and/or the DAC. **A paper copy should be retained in the district office.**

HIPAA Form

This form should be used when release of a patient's protected health information is being made to anyone for a purpose other than treatment, payment or health care operations. This form should accompany each *Medical Non-Participation Form* submitted to a physician. The form should be adapted to meet the needs of a particular situation and a particular physician's practice. Releases in which the form will be needed are discussed in the Kentucky Medical Association (KMA) HIPAA material regarding authorizations. The HIPAA Form is included in this Appendix and can be found on KDE's website, <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>. **The paper copy should be retained in the district office.**

Medical Non-Participation Instructions: Guidelines for Completion of Medical Non-Participation Forms

It is the intent of the Kentucky General Assembly that all students participate in the assessment components of KRS 158.645–KRS 158.6455.

The few exceptions currently allowed include those few students who cannot complete either the regular or alternate assessment components even with allowable accommodations, because of medical or mental health conditions.

It is important to note that a student's handicapping condition cannot be used as the justification for a medical non-participation. Because these children must be educated with the handicapping condition, they must also be assessed with the condition using appropriate accommodations. Homebound testing schedules do not require testing sessions for the entire school day. In most cases, sessions are spread over the testing window and vary by grade level.

If a reportable school feels that participation in the state-required assessment would be detrimental to a student's physical, mental or emotional well-being, the DAC or BAC must complete the Medical Non-Participation Form and obtain signatures from a physician and the student's parent/guardian. The information provided should reflect the situation just prior to or during the testing window.

Examples of the types of medical conditions that are readily approved by KDE include the following:

- A student is seriously injured in an accident just prior to or during the testing window.

- A student is confined to home or hospital with an acute situation, not a long-term home/hospital instruction situation.
- A student is unable to interact with people without serious risk of infection or contamination to others.
- A student is pregnant with complications that endanger health of mother or child or has delivered just prior to or during the testing window.
- A student has a documented mental health crisis that makes him or her dangerous to self and/or others.

The information from this non-participation form should be entered electronically into SDRR. The paper copy should be retained in the district office. The Medical Non-Participation Form can be found in this Appendix and on KDE's website, <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>. The SRB for the student should be securely destroyed after approval.

Extraordinary Circumstance Non-Participation Form

The Extraordinary Circumstance Non-Participation Form should be used for students who should not be tested for reasons other than a medical non-participation. Document the details in SDRR. The form can be found in this Appendix and on KDE's website, <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>. The completed paper copy should be retained in the district office.

Medical Emergency Form

Some medical emergencies that occur during testing can be addressed by using accommodations in a school, classroom or homebound setting. For example, a student with a broken arm can have a scribe to record answers to the test questions.

Approval from KDE is not necessary for providing the needed accommodations. The completed form should be kept on file in the district. Annotate the student's SDRR record. The Medical Emergency Form can be found in this Appendix and on KDE's website, <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>.

Nondisclosure Agreement Form

The Nondisclosure Agreement Form sets the conditions for accessing secure testing materials. It is available online on KDE's website, <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>, and in this Appendix.

District Overage Packing List

The District Overage Packing List is used to inventory test materials. It provides the total number of test materials shipped to the district.

District Overage Test Materials Security Checklist

The *District Overage Test Materials Security Checklist* is used to track test booklets within each district. To use the *District Overage Test Materials Security Checklist*, fill out the number of booklets given to each test administrator. Have each test administrator provide his or her name and signature, and record the dates taken and returned for all sets of materials used within the school.

Note: Do not return this sheet to Pearson. Please keep this completed sheet for district records in case a discrepancy arises.

Pallet Detail List

The Pallet Detail List is used by the DAC upon receipt of test materials. The list will indicate the school number, school name and number of boxes for each school. The Pallet Detail List is located in the district box #1 (white box).

School Packing List

The School Packing List is used to inventory test materials. It provides the total number of materials shipped to your school.

Note: Do not return the District Overage Packing List, Pallet Detail List or the School Packing List to Pearson. Please keep the completed forms for district and school records in case a discrepancy arises.

School Test Materials Security Checklist

The *School Test Materials Security Checklist* is used to track test booklets within each school. To use the *School Test Materials Security Checklist*, fill out the number of booklets given to each test administrator. Have each test administrator provide his or her name and signature, and record the dates taken and returned for all sets of materials used within the school.

Note: Do not return this sheet to Pearson. Please keep this completed sheet for school records in case a discrepancy arises.

K-PREP Rulers

Three rulers will be used during the Mathematics testing for grades 3–8. The specific grades for each ruler are listed below. The rulers will be shrink-wrapped with the test booklets.

Rulers (provided by Pearson)

- 1/4-inch and centimeter increments in grade 3
- 1/8-inch and centimeter increments in grades 4–6
- 1/16-inch and centimeter increments in grades 7 and 8

School ID Header

When packaging test materials for return to Pearson, School ID Headers must be placed on top of each stack of materials before binding them together with a paper band. School ID Headers are used to identify test materials by school and grade.

Seating Charts

Seating charts, for groups and/or individuals, are required for all state-required test administrations, reflecting students and adults in the testing room. The DAC will collect and maintain. Seating charts are available on KDE's website, <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx> and in this Appendix.

Spring 2019 Kentucky Performance Rating for Educational Progress (K-PREP) Appropriate Assessment Practices Certification Form

Appropriate Assessment Practices

The Kentucky General Assembly through KRS 158.6453 requires an innovative student assessment program designed to measure student progress toward achievement of the goals specified in KRS 158.6451. The purpose of this document is to describe the practices that are considered appropriate in preparing students for the assessments, in administering them and in assuring proper security of the assessments.

In determining appropriate practices, the following standards have been used:

- Professional Ethics—No test-preparation practice should violate the ethical standards of the education profession in 16 KAR 1:020.
- Educational Defensibility—All test preparation practices shall be designed and used for the purpose of increasing student learning.
- Student Ownership—All assessment work shall be done entirely by student. No one shall coach, edit, or point out errors in student work on the constructed-response or multiple-choice portions of the test.

The first standard simply refers to evaluating the appropriateness of a practice to determine whether it meets standards of professional ethics. Therefore, such activities as duplicating secure testing materials, which is specifically prohibited, would be considered inappropriate by applying this standard. Only those items designated by the department or its contractors as “released” may be reproduced for any reason without the specific written permission from the Kentucky Department of Education (KDE). The second and third standards encourage any activities that increase student mastery of the content being tested, but would classify as unacceptable any practice that creates a deceptive picture of student achievement.

Administrators and teachers should all use due diligence to ensure the security of the test before, during and after administration. All copies of materials shall be returned to the testing contractor immediately following administration or properly secured through procedures that may be issued by the department. No assessment materials other than those officially designated as released may be duplicated. All directions in the *District and Building Assessment Coordinators’ Manual* and the *Test Administrator’s Manual* that accompany the test materials shall be followed. For additional information concerning appropriate assessment practices, please refer to the *Administration Code for Kentucky’s Educational Assessment Programs (703 KAR 5:080)* at <http://education.ky.gov/AA/distsupp/Pages/AdminCode.aspx>.

A 2019 Appropriate Assessment Practices Certification Form signature block is provided on the next page. All school personnel involved in the assessment must sign this form. Additionally, a test administrator guide for the state-required assessments is provided for use.

Test Administrator Guide for the 2019 Spring K-PREP

Test administrators for the Kentucky Performance Rating for Educational Progress (K-PREP) shall maintain an atmosphere conducive to the successful completion of the assessment. No information about the content of answers may be provided to the students.

Test administrators should do the following for the 2019 Spring K-PREP:

- Adhere to testing regulations.
- Verify beforehand that the testing environment will not prohibit students from completing their tasks (e.g., adequate ventilation, no broken furniture, adequate lighting).
- Explain to students how to fill out test booklets and SRBs according to the directions.
- Encourage students to work constructively to complete the assessment; however, test administrators shall not provide any content information for the assessment.
- Notify your BAC of printing errors if they are discovered (e.g., misnumbered pages, blank pages, smeared copy).
- Circulate among students during testing.
- Return all materials to the DAC after testing.
- Take all measures allowed by the school to prevent interruptions (e.g., messengers, intercom announcements).

Test administrators should NOT do the following for the 2019 Spring K-PREP:

- Duplicate or reproduce any part of the assessment in any manner.
- Provide scratch paper for on-demand writing (pre-write space is provided in the test booklet).
- Provide tools except as specifically allowed in the instructions (i.e., dictionaries and thesauri may be provided for writing).
- Answer questions related to the response (no hints, restatements, interpretations, rephrasing for clarification).
- Provide preprinted acronym sheet or paper containing a system for organizing answers (e.g., column method, ROOTs).
- Hover over individual students for extended periods of time.
- Allow distractions.
- Engage in activities preventing their full attention to the students.

All school personnel involved with the assessment program must sign the following certification form. The form should be kept on file in the local district.

Spring 2019 Kentucky Performance Rating for Educational Progress (K-PREP) APPROPRIATE ASSESSMENT PRACTICES CERTIFICATION FORM

I have received and read the *Administration Code for Kentucky's Educational Assessment Program*, *The Inclusion of Special Populations* and the *Appropriate Assessment Practices Certification Form* provided by the Kentucky Department of Education.

Name of District

Name of School

Staff Member's Signature

Date

Model Authorization Form under HIPAA*

This form should be used when release of a patient's protected health information is being made to anyone for a purpose other than treatment, payment or health care operations. The form should be adapted to meet the needs of a particular situation and a particular physician practice. Releases in which the form will be needed are discussed in the KMA HIPAA material regarding Authorizations. The information in brackets that is underlined should be filled in by the practice. Other information in brackets is designed to assist the patient in filling out the form.

I, _____, hereby authorize _____ to use and/or disclose my
Name of Patient Name of Physician/Practitioner
protected health information described below to _____

My protected health information will be used or disclosed upon request for the following purposes [please name and explain each purpose]:

This authorization for use and/or disclosure applies to the information described below [mark those that apply]:

- ☐ Any and all records in the possession of _____ including mental health, HIV, _____
Name of Physician/Practice
 and/or substance abuse records. [Cross out any item you do not authorize to be released]
- ☐ Records regarding treatment for the following condition or injury _____ on or about _____
- ☐ Records covering the period of time _____ to _____
- ☐ Other [please specify - include dates] _____

I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to

I also understand that my revocation is not effective to the extent that the persons I have authorized to use and/or disclose my protected health information have acted in reliance upon this authorization.

I understand that I do not have to sign this authorization and that _____ may not
Name of Physician/Practice
condition treatment or payment on whether I sign this authorization.

I understand that information used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and no longer protected by federal laws and regulations regarding the privacy of my protected health information.

This authorization expires on [please list a specific date or event]

I certify that I have received a copy of this authorization

Signature of Patient or Personal Representative _____ Date _____

Name of Patient or Personal Representative

Description of Personal Representative's Authority

*The source of this document is the [Kentucky Medical Association](#).

Medical Non-Participation Form Kentucky State-Required Assessments 2018-19

Testing Window: Start Date: End Date:

Please check only the assessments that apply to this non-participation request.

☐ ACCESS for ELLs ☐ Alternate K-PREP ☐ The ACT ☐ K-PREP ☐ Field Test/Other
☐ K Screen

Is this student currently receiving homebound services? ☐ Yes ☐ No

Signature

District Assessment Coordinator's Signature (Required)

Date

State Student Identification Number (SSID) 10-Digit Code

Diagnosis or Injury Dates

Hospitalization Dates

Student's Last Name

First Name

MI

Student's Grade Level

District and School Student Attends

Attending District/School Code

Accountable District and School for Student (if different from above)

Accountable District/School Code

Note: A non-participation cannot be approved for a handicapping condition.

REQUIRED: Describe, in detail, this student's acute medical (physical or mental) condition. Additional pages may be attached.

REQUIRED: Please explain how participation in the state-required assessment would adversely affect his/her well-being.

Print or Type Doctor's Name

Doctor's Signature

Date

I give permission to release my child's pertinent medical information to the school district representative and the Kentucky Department of Education for the purpose of applying for a medical non-participation from the state-required assessment. I understand that, pursuant to Public Law 104-191, all parties will keep this information confidential.

Parent or Guardian Signature

Date

Extraordinary Circumstance Non-Participation Form Kentucky State-Required Assessments 2018-19

Testing Window:

Start Date:

End Date:

Please check only the assessments that apply to this non-participation request.

☐ ACCESS for ELLs
 ☐ Alternate K-PREP
 ☐ The ACT
 ☐ K-PREP
 ☐ Field Test/Other
☐ K Screen

Is this student currently receiving homebound services?

☐ Yes☐ No


District Assessment Coordinator's Signature (Required)

Date

State Student Identification Number (SSID) 10-Digit Code

Diagnosis or Injury Dates

Hospitalization Dates

Student's Last Name

First Name

MI

Student's Grade Level

District and School Student Attends

Attending District/School Code

Accountable District and School for Student (if different from above)

Accountable District/School Code

Please explain the details around the extraordinary circumstance that prevents participation in the state-required assessment at this time.

Medical Emergency Form

Kentucky State-Required Assessments 2018-19

Testing Window:

Start Date:

End Date:

Please check only the assessments that apply to this non-participation request.

☐ ACCESS for ELLs ☐ Alternate K-PREP ☐ The ACT ☐ K-PREP ☐ Field Test/Other

Student's Last Name

First Name

MI

State Student Identification Number (SSID) 10-Digit Code

Student's Grade Level

District and School Student Attends

Attending District/School Code

Date of Injury:

Nature of Injury:

Testing Accommodation Provided:



BAC Signature

Date

This paper copy should be retained in the district for audit purposes.

(A copy of this form should be forwarded to the District Assessment Coordinator.)



Kentucky State-Required Assessments Nondisclosure Agreement Form

State-required student assessments provided by the Kentucky Department of Education (KDE) or optional assessments reported in state accountability are considered secure materials (paper-based and online). The system design requires that all items (test questions, writing prompts, attainment tasks and transition attainment record items) remain secure. **To protect the security of the tests, only authorized persons are permitted to view the test questions.** With the exception of items released by KDE with official assessment and accountability reports, test questions, draft or final, and all supporting assessment materials or notes are to be regarded as secure documents. Thus, they may not be reproduced, discussed, or in any way released or distributed to unauthorized personnel. All individuals must annually sign this form committing to nondisclosure of information and to following appropriate practices as outlined in the Administration Code for Kentucky's Education Assessment Program (703 KAR 5:080).

Any reports or other communications based on the authorized use of secure assessment materials must be reviewed by the Office of Standards, Assessment and Accountability (OSAA) or its designated agent prior to distribution or dissemination by the user. Permission for authorized use of assessment and accountability materials may be granted by the Office of Standards, Assessment and Accountability (OSAA), provided the user agrees to abide by the terms stated herein.

The undersigned is an employee, contractor, technical staff, consultant, advisory committee member or person otherwise authorized to view material associated with assessment and accountability, and hereby agrees to be bound to the terms of this agreement restricting the disclosure of said materials.

Name (printed): _____

Signature: _____

Date: _____

**Kentucky Performance Rating for
Educational Progress
Spring 2019**



DISTRICT OVERAGE PACKING LIST

Deliver To: Kentucky County
1234 Any Street
General, KY 12345
DAC Name
Phone: (555) 123-4567
Fax: (555) 123-4567

Ship To: Kentucky County
1234 Any Street
General, KY 12345
DAC Name
Phone: (555) 123-4567
Fax: (555) 123-4567

Item	Item Description	Package Details	Total Qty Packed	Qty Back Ordered	Packed in Box Number
KY0000XXXX	COPY OF EACH SCHOOL'S PACKING LIST	Set	1	0	1
KY0000XXXX	COORDINATOR KIT	Kit	1	0	1
KY0000XXXX	RESPONSE BOOKLET GR 3, KY, 2019 PKG 5	1 pack of 5	5	0	1
KY0000XXXX	K-PREP STUDENT TB KIT Gr 3, 2019 PKG 5 416660306-416660315	2 pack of 5	10	0	1
KY0000XXXX	RESPONSE BOOKLET GR 4, KY, 2019 PKG 5	1 pack of 5	5	0	1
KY0000XXXX	K-PREP SCIENCE STUDENT TB KIT, GR 4 SEC 416660306-416660315	1 pack of 5	5	0	1
KY0000XXXX	K-PREP STUDENT TB KIT Gr 4, PKG 5 566660306-566660315	1 pack of 5	5	0	1
KY0000XXXX	K-PREP STUDENT TB KIT, GR 5 577770306-577770315	1 pack of 5	5	0	1
KY0000XXXX	K-PREP SCIENCE STUDENT TB KIT, GR 7 SEC 416660206-416660215	1 pack of 5	5	0	1

For Internal Use Only:

**Kentucky Performance for
Educational Progress
K-PREP
Spring 2019**



DISTRICT OVERAGE TEST MATERIALS SECURITY CHECKLIST

Deliver To: Kentucky District
1234 Any Street
General, KY 12345
DAC Name
Phone: (555) 123-4567
Fax: (555) 123-4567

Ship To: Kentucky District
1234 Any Street
General, KY 12345
DAC Name
Phone: (555) 123-4567
Fax: (555) 123-4567

The following detailed list contains the security numbers of all test books in your district overage shipment. This form is provided to help track test books from your district overage shipment.

BEFORE THE ASSESSMENT

To track the test books, write the name of the school receiving the test books and the date issued under the appropriate columns. If you did not distribute any overage to schools, leave the columns blank.

AFTER THE ASSESSMENT

For test books that are being returned in your district overage return shipment, place a check mark in the column labeled "Returned by District." If any secure test materials are not returned, document the reason in the space provided. If you require more space for your documentation, additional pages may be attached.

Keep all security checklists for your district records. Refer to the *Test Administrator's Manual* for directions.

Overage for 2019 K-PREP, STD, PKG 5

Security Number(s)	Name of Test Administrator	Date Issued	Date Returned	Reason if Item is Not Returned
41660306				
41660307				
41660308				
41660309				
41660310				
41660311				
41660312				

For Internal Use Only:

**Kentucky Performance for
Educational Progress
K-PREP
Spring 2019**



PALLET DETAIL

Deliver To: Kentucky School
1234 Any Street
General, KY 12345
DAC Name
Phone: (555) 123-4567
Fax: (555) 123-4567

Ship To: Kentucky District
1234 Any Street
General, KY 12345
DAC Name
Phone: (555) 123-4567
Fax: (555) 123-4567

<u>Pallet Number</u>	<u>School Number</u>	<u>Deliver to</u>	<u>Order /Line /Seq Number</u>	<u>Box Range</u>	<u>Number of Boxes</u>
P7832410213	District	Kentucky County Kentucky	2186725 001 00164	1	1
	123	Elementary	2186725 002 00165	1-2	2
	456	Kentucky Middle Kentucky High	2186725 003 00166	1-7	7
	789	School	2186725 004 00167	1-6	6
Total					16

For Internal Use Only:

**Kentucky Performance for
Educational Progress
K-PREP
Spring 2019**



SCHOOL PACKING LIST

Deliver To: Kentucky School
1234 Any Street
General, KY 12345
DAC Name
Phone: (555) 123-4567
Fax: (555) 123-4567

Ship To: Kentucky District
1234 Any Street
General, KY 12345
DAC Name
Phone: (555) 123-4567
Fax: (555) 123-4567

Item	Item Description	Package Details	Total Qty Packed	Qty Back Ordered	Packed in Box Number
KY0000XXXX	COPY OF EACH SCHOOL'S PACKING LIST	Set	1	0	1
KY0000XXXX	COORDINATOR KIT	Kit	1	0	1
KY0000XXXX	PRE-ID RESPONSE BOOKLET GR 3, KY, 2019	EACH	18	0	1
KY0000XXXX	RESPONSE BOOKLET GR 3, KY, 2019 PKG 5	1 pack of 5	5	0	1
KY0000XXXX	K-PREP STUDENT TB Gr 3, 2019 PKG 5 416660306-416660315	2 pack of 5	10	0	1
KY0000XXXX	K-PREP SCIENCE STUDENT TB KIT, GR 4 SEC 416660306-416660315	1 pack of 5	5	0	1
KY0000XXXX	PRE-ID RESPONSE BOOKLET GR 5, KY, 2019	EACH	22	0	1
KY0000XXXX	RESPONSE BOOKLET GR 5, KY, 2019 PKG 5	1 pack of 5	5	0	1
KY0000XXXX	K-PREP STUDENT TB KIT, GR 5 522220306- 522220315	1 pack of 5	5	0	1
KY0000XXXX	K-PREP SCIENCE STUDENT TB KIT, GR 7 SEC 416660206-416660215	1 pack of 5	5	0	1

For Internal Use Only:

**Kentucky Performance for
Educational Progress
K-PREP
Spring 2019**



SCHOOL TEST MATERIALS SECURITY CHECKLIST

Deliver To: Kentucky School
1234 Any Street
General, KY 12345
DAC Name
Phone: (555) 123-4567
Fax: (555) 123-4567

Ship To: Kentucky District
1234 Any Street
General, KY 12345
DAC Name
Phone: (555) 123-4567
Fax: (555) 123-4567

The following detailed list contains the security numbers of all secure test materials that are included in this shipment to your school. This form is provided to help you track test books from your school's testing materials shipment.

BEFORE THE ASSESSMENT

To track the secure test books, write the name of the Test Administrator receiving the test book and date issued in the appropriate column. If any test materials are not assigned, leave the columns blank.

AFTER THE ASSESSMENT

Write in the date that the Test Administrator returns all testing materials issued to him/her in the "Date Returned" column. If secure materials are NOT returned, document the reason in the space provided. If you require more space for your documentation, additional pages may be attached. Immediately inform your District Assessment Coordinator (DAC) if a test book cannot be found after testing. Return all secure testing materials according to directions in the *Test Administrator's Manual*.

Make a copy of this form for your records and send the original to your District Assessment Coordinator.

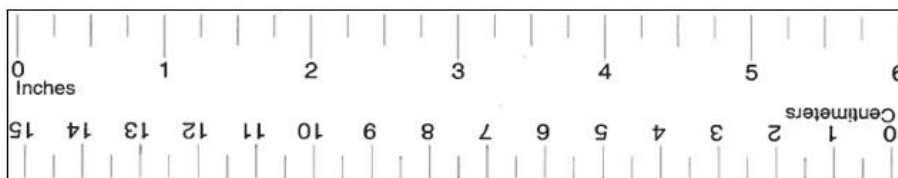
For KY K-PREP, STD, PKG 5

Security Number(s)	Name of Test Administrator	Date Issued	Date Returned	Reason if Item is Not Returned
41660306				
41660307				
41660308				
41660309				
41660310				
41660311				
41660312				

For Internal Use Only:

K-PREP Rulers

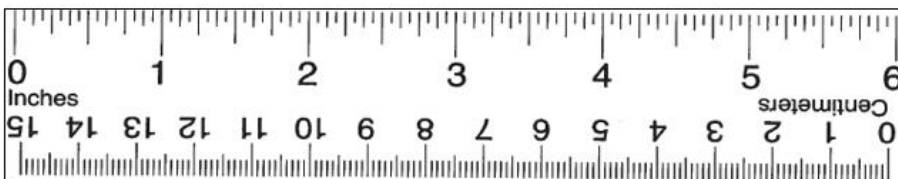
Grade 3 ruler in $\frac{1}{4}$ -inch and centimeter increments
Ruler inventory number is 9998103231.



Grade 4-6 ruler in $\frac{1}{8}$ -inch and centimeter increments
Ruler inventory number is 9998103223.



Grades 7 and 8 ruler has $\frac{1}{16}$ -inch and centimeter increments.
The ruler inventory number is KY00000341.



School ID Header Sheet



KENTUCKY PERFORMANCE RATING FOR EDUCATIONAL PROGRESS K-PREP HEADER SHEET

The specific directions for the completion of this form are given in the manual.

1 TESTING DISTRICT AND SCHOOL

District Name _____

School Name _____

2 CODE								
DISTRICT			SCHOOL					
0	0	0	0	0	0			
1	1	1	1	1	1			
2	2	2	2	2	2			
3	3	3	3	3	3			
4	4	4	4	4	4			
5	5	5	5	5	5			
6	6	6	6	6	6			
7	7	7	7	7	7			
8	8	8	8	8	8			
9	9	9	9	9	9			

3 NUMBER OF ANSWER DOCUMENTS UNDER THIS HEADER			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

4 GRADE	
3	
4	
5	
6	
7	
8	
11	

2018-19 Large Group Testing – Seating Chart Form

Kentucky State-Required Assessments

Complete one form for each room used during school test administration.

Keep on file at the school or district office.

Please check one assessment.

☐ ACCESS for ELLs ☐ Alternate K-PREP ☐ The ACT ☐ K-PREP ☐ Field Test/Other _____

Note: ACT administrators must use seating chart provided by ACT, Inc.

GENERAL INFORMATION

Test Date: _____

Room Number: _____

District Name: _____

School: _____

Number of Testing Staff: _____

Number of Students Tested: _____

TEST ADMINISTRATOR

(Person(s) in charge of testing for this room)

Test Administrator Name (Please Print): _____

Test Administrator Signature:  _____

PROCTOR


(Person(s) assisting test administrator by monitoring students or distributing materials.)




Proctor(s) Name(s)

(Please Print)

Proctor(s) Signature(s)





ROOM LAYOUT

Desks _____

Tables _____

Students per Table _____

The seating chart on the next page may be used as a reference to create an individual school chart. Make certain that the design reflects the room layout and includes student names.

SEATING CHART

During the test, the test administrator must enter student examinee names in the boxes below.

2018-19 Small Group/Individual Student Testing – Seating Chart Form

Kentucky State-Required Assessments

(Return to Building Assessment Coordinator at conclusion of test window.)

Keep on file at the school or district office.

Please check one assessment.

☐ ACCESS for ELLs ☐ Alternate K-PREP ☐ The ACT ☐ K-PREP ☐ Field Test/Other _____

Note: ACT administrators must use seating chart provided by ACT, Inc.

SCHOOL NAME _____

DISTRICT NAME _____

Test Date	Content Area	Print Student Name	Test Administrator	Room Number

Appendix B: Frequently Asked Questions

Test Materials

Q1: What should I do if I find secure test materials that should have been returned to Pearson?

A1: If the additional order window is still open on PearsonAccess^{next} you can order return shipping materials there; if after June 14 contact Pearson Kentucky Customer Service at (888) 437-1430 to have return labels and UPS labels shipped out for the returns. Provide the following:

- District name, district code, school name and school code
- Security barcodes from the secure test material(s)
- Shipping address
- Contact person, telephone number and e-mail
- Explanation of how and where the test booklet was located

If the secure test materials have been in a non-secure environment, you must report the situation as an allegation. Please contact Patsy Kenner at KDE at (502) 564-4474 for assistance or visit the Allegation Reporting Application on KDE's website <http://education.ky.gov/AA/distsupp/Pages/allegation-Reporting.aspx>.

Q2: Where is the security barcode number located on the secure test booklet and on the student combined booklet?

A2: All secure test materials are assigned a unique security barcode number. The test booklet barcode is located on the upper right corner of the back cover. The location for the security barcode on the blank student combined booklet is at the middle and far right side of the back cover. The security barcode for the pre-printed student combined booklet is located in the pre-id information on the demographic page of the booklet.

For more information on security barcode numbers, see "Test Booklet Security Barcode Number" on page 65-66.

Q3: If I do not have enough test materials for the test administration, may I borrow materials from another school or district?

A3: No, do not use materials shipped to another school or district. Test materials are assigned to specific schools for materials tracking and security purposes. If you need additional materials, use the district overage test materials or order additional materials on PearsonAccess^{next}. Specific instructions for ordering additional materials are provided in the *PearsonAccess^{next} Kentucky User's Guide*. **Additional orders must be submitted by the DAC.**

Q4: If I accidentally discarded or misplaced the boxes needed for the return of test materials, what should I do?

A4: Additional shipping boxes can be ordered by the DAC on PearsonAccess^{next}. Instructions for doing so are in the *PearsonAccess^{next} Kentucky User's Guide* posted on PearsonAccess^{next} under the *Support* tab.

Q5: How do I void a student response booklet and or a student combined booklet?

A5: When a SRB needs to be voided for any reason, you must write "VOID" across the front of the SRB with a black marker and return to the BAC or DAC to be securely destroyed and return the student combined booklet with the nonscorables for that school.

When a student combined booklet needs to be VOIDed, the BAC needs to capture the security barcode number from the pre-printed information on the demographic page of the booklet. Follow step-by-step instructions on pages 71-72.

Note: Examples of reasons why a booklet would be voided include, but are not limited to, booklets damaged by food, water and body fluids or booklets that have torn pages.

Q6: Can we copy the Writer's Reference Sheet?

A6: Yes, however, do not use reference sheets from previous administrations for this test administration. Only use reference sheets included with test materials for the current year.

Q7: Can students in grades 3–8, or 11 write in their test booklets?

A7: Yes, students can write in their K-PREP test booklets, but those marks will not be scanned or scored. Students must be sure to answer all questions in the SRBs, and /or student combined booklet answer spaces.

Q8: Can I combine grade levels in a single box when returning materials to Pearson?

A8: Scorable Materials—Yes, but you must have a school ID header separating each grade, also SRBs and student combined booklets are not to be under the same header. A diagram and instructions are located on page 55-56.

Nonscorable Materials—Yes, for the nonscorable shipments you may consolidate multiple-grade-level materials in a single box. For example, if you tested grades 4 and 5, you may start packing grade 5 on the bottom of the first box and then pack grade 4 on top of the grade 5 materials. See "Packing the Nonscorable Secure Test Materials" on page 57-58 for instructions and a packing diagram.

Test Administration

Q1: What happens if a student has used an ink pen to record answers in his or her student response booklet (scannable) booklet or a student combined booklet (scannable)?

A1: The student's response needs to be transcribed to a new SRB or student combined booklet using a #2 pencil only (no mechanical pencils or pencils that differ in hardness of lead) and the damaged SRB must be marked VOID with a note of explanation annotated

in SDRR. The student combined booklet must be marked VOID and placed with the nonscorable return test materials and also be annotated in SDRR.

Q2: What happens if a student soils a scorable SRB and/or nonscorable student test booklet with bodily fluids (e.g., sick during testing, nosebleed)?

A2: Do not return test materials damaged by bodily fluids. They will not be processed or scored. If the SRB has been soiled, the answers from that booklet are to be transcribed to a new SRB and the damaged booklet must be securely destroyed. Make sure when transcribing the answers to the new booklet that the demographic portion is gridded on the front page of the booklet and the student signs the student honor code on the new booklet. Gridding instructions are in the script portion of the grade level *TAM*. The serial number from the new SRB may be annotated in SDRR.

If SRBs are damaged, school personnel must contact the BAC or DAC **PRIOR** to destroying the materials. Detailed instructions can be found on page 71 of this manual.

If secure test booklets are damaged, the DAC or BAC must contact Pearson Kentucky Customer Service at (888) 437-1430 for specific directions PRIOR to securely destroying the materials. Detailed information is on page 71.

Q3: What happens if a student soils a scorable student combined booklet with bodily fluids (e.g., sick during testing, nosebleed)?

A3: If a student combined booklet has been **damaged by bodily fluids** (e.g., a nosebleed), the BAC or DAC will contact Pearson at (888) 437-1430 so the service center may properly document necessary data prior to destruction of the materials in accordance with OSHA rules. Provide information to the BAC as to why the student combined booklet was destroyed. The BAC will note this on the *School Test Materials Security Checklist*. If the student combined booklet was damaged after the student began testing, the student's responses must be transcribed into a new student combined booklet, of the same form number as the original student combined booklet, by trained school personnel. Make sure that once the student's responses are transcribed the damaged booklet has "VOID" marked across it in black marker and it is returned to the BAC or DAC to be securely destroyed.

If student combined booklets are damaged, school personnel must contact the BAC or DAC **PRIOR** to destroying the materials. Detailed instructions can be found on pages 62-63 of this manual.

Q4: What do I need to do if a student is injured and will have difficulty reading or writing during testing?

A4: A student who is injured just prior to or during assessment administration qualifies for appropriate accommodations and is **not** to be automatically excused from testing. A Medical Emergency Form should be completed to document the accommodations provided to the student. A copy of this form and instructions are included in Appendix A: Forms of this manual.

Q5: What do I do if I find any student response materials or student combined booklets that exhibit evidence that a student may cause harm to himself or herself or to others, or that he or she may otherwise be suffering abuse?

A5: The BAC should be notified and the SRB and/or student combined booklet handed over to the BAC immediately following the end of the testing session. The BAC or principal may copy **only** the response. The copy must be kept secure, as it is considered testing material.

The BAC is responsible for reporting the situation to proper school and district authorities, including the DAC. Those authorities should follow school/district policy for handling the situation. When there is a need for local authorities or parents to see the response, security should be explained and a nondisclosure form signed by those parties before viewing the response.

Q6: What do I do if a student works ahead and begins the next part of the test not yet administered?

A6: The test administrator should stop the student immediately and take note of how many questions he or she has completed in the section. The student may pick up testing where he or she stopped when that section of testing begins for other students. **Do not** allow the student to work on previously completed questions when testing resumes.

Q7: What if a student responds in the wrong area of the student response booklet or student combined booklet?

A7: While every attempt must be made during monitoring to ensure students put their answers in the correct areas of the SRB and/or student combined booklet, we realize students do sometimes respond in the wrong spot. When materials are returned to Pearson, **a student must have a single SRB and/or student combined booklet that contains all the student's responses in the correct areas/answer locations.** On the following page are instructions.

USE with Option 1, 2 or 3:

Have the DAC or BAC contact **OAA by e-mail (dacinfo@education.ky.gov) or phone (502) 564-4394**. Provide:

- a. your name and position (DAC, BAC, Assistant to DAC),
- b. name of school and district,
- c. name of student, SSID and grade, and
- d. method planned to correct the problem.

Option 1 (Use when SRB or student combined booklet is greatly impacted.)

Answers must be transferred into a **new** SRB or student combined booklet.

- a. Create a new SRB or student combined booklet for the student and void the original SRB or student combined booklet.
- b. Enter the student demographic information on the new SRB or student combined booklet by hand-bubbling.
- c. An adult, appropriately trained in the Administration Code, may transfer the answers or a student (while being monitored) may transfer the original work.
- d. Write VOID on the original SRB and return to the BAC or DAC to be securely destroyed. Write VOID on the student combined booklet and return with the nonscorable test materials.

Option 2 (Use when SRB or student combined booklet is somewhat impacted.)

Take an unused blank SRB or student combined booklet.

- a. Identify the appropriate answer locations.
- b. Duplicate the original student response in the appropriate short-answer or extended-response answer space in the unused SRB or student combined booklet.
- c. An adult, appropriately trained in the Administration Code, may transfer the answers or a student (while being monitored) may transfer the original work into the new SRB or student combined booklet correct space **without any changes/editing.**
- d. Cut the student response from the new, unused SRB or student combined booklet. Be sure to cut around the answer box, keeping the box outline. **MC responses are never to be cut and taped; they have to be gridded to a new SRB or student combined booklet.**
- e. Tape the new student response into the appropriate answer location spaces in the original booklet. Use only clear/transparent tape to complete taping the edges. **DO NOT STAPLE, GLUE or INSERT COMPLETED PAGES.**
- f. Destroy the unused SRB; do not send it back with the scorable documents. VOID the student combined booklet and return it with the nonscorable test materials.

Option 3

An extended response or short-answer may be cut/taped. This preserves the student's original handwriting. If there are written responses that overlap on both sides of the paper, the DAC or BAC may photocopy one and cut/tape the other (original) response.

Q8: What do I do if a student transferred to my school after starting a test in another school?

A8: The sending school should transfer the SRB or student combined booklet and test booklet to the new school so the student can complete the test with the same test materials. The secure SRB or student combined booklet must be returned to the sending school so it can be packed with that school's scorable materials. **Do not** return the secure test booklet with your school materials. See "Students Who Move During Testing" on page 31 for more information.

Q9: What do I do if I have a student who is homebound? Do I need to include the student on my roster?

A9: Yes. These students are to be tested by the homebound teacher and included on the roster.

Forms and Procedures

Q1: Where do I find the document used to report testing issues/security breaches?

A1: You can locate this form on KDE's website, www.education.ky.gov.

Q2: Do I need to submit a SRB or student combined booklet (scorable) for non-participants?

A2: A scorable student response booklet and/or student combined booklet must be labeled and returned for all students who participate in the K-PREP. A SRB or a student

combined booklet is not returned for non-participants (medical or extraordinary circumstance) if the non-participation request has been **approved**. The SRB is to be securely destroyed by the BAC or DAC. The student combined booklet is to be marked VOID and returned with the nonscorable test materials.

Q3: Who must sign a Nondisclosure Agreement Form and where can I find the form?

A3: The Nondisclosure Form must be signed by any person not employed by the school or district who will view test materials, including noncertified individuals who provide accommodations for students as well as individuals who view alert papers. The form can be downloaded from KDE's website, <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>, and it is located in Appendix A of this manual.

Q4: Do first-year English Language Learners return a completed Student Response Booklet?

A4: Yes, for participation, first-year EL students answer a minimum of four multiple-choice questions or one constructed response question on any part of the mathematics and science test in their SRB or student combined booklet and return. EL students must be properly marked as a first year EL nonparticipant in SDRR.

Glossary

504 Plan

Section 504 of the Rehabilitation Act guarantees an appropriate special education as well as accessibility to regular education programs. The *504 Plan* is a written document prepared by a child's 504 Team that outlines the school's obligation to provide reasonable accommodations for a student.

Accommodated Materials

Accommodated materials are special test materials to be used by students who require Braille, large-print, audio or text reader.

Alert Paper

An alert paper is any student response that raises concern about the safety or welfare of the student or others. See "Alert Papers" on page 12 for more information.

Alternate Kentucky Performance Rating for Educational Progress (Alternate K-PREP)

Students who meet the guidelines for participating in the Alternate K-PREP will not participate in the K-PREP. Therefore, a SRB should not be completed for these students. Be sure to have the student included on the Alternate K-PREP roster in SDRR.

Alternative Program

Any non-A1 program is considered an alternative program.

BAC Certification of Proper Test Administration Form

This form is to be completed by the BAC to confirm adherence to the *Administration Code for Kentucky's Educational Assessment Programs* (703 KAR 5:080), to the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070), and to certify that a proper test administration has been completed. The DAC is to collect and maintain a file that contains the BAC Certifications in the district. The DAC and BAC Certification forms are sent via a DAC Monday E-mail near the end of testing to certify that all testing is complete.

Building Assessment Coordinator (BAC)

The term "Building Assessment Coordinator" (BAC) refers to the school-level individual who is responsible for receiving the test materials from the DAC, organizing the materials, distributing the materials to the test administrators, collecting the materials after testing and returning the materials to the DAC for verification and shipping. See Part 7: Building Assessment Coordinator Instructions.

Bundle

Each cluster of items that attempts to gather information about two or more standards are bundled together. Bundling the standards allows them to be assessed in a logical way.

Clusters

A grouping or a collection of items that are related

District Assessment Coordinator (DAC)

The term "District Assessment Coordinator" (DAC) refers to the district-level individual who is responsible for receiving the materials from Pearson before testing, organizing the materials,

distributing the materials to the BACs, collecting the materials after testing and returning the materials to Pearson. The DAC is responsible for communication between the Pearson Service Center and his or her district's schools. See Part 6: District Assessment Coordinator Instructions.

DAC Certification of Proper Test Administration Form

This form is to be completed by the DAC to confirm adherence to the *Administration Code for Kentucky's Educational Assessment Programs* (703 KAR 5:080), to the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070) and to certify that a proper test administration has been completed. The DAC is to collect and maintain a file that contains the BAC Certifications in the district, and will send a copy of the DAC Certification to KDE. The DAC and BAC Certification forms are sent via a DAC Monday E-mail near the end of testing to certify that all testing is complete.

English Learners (EL)

A student is identified as EL through a collection of survey and assessment results.

Every identified EL student has to take an English language proficiency (ELP) test annually to meet federal requirements. The current exit criteria for an EL student on the ELP assessment ACCESS for ELLs® is an overall composite of a 4.5 on a Tier B or C.

Extended Time

Extended time must be based on documentation in the student's IEP, 504 Plan or PSP. The use of extended time shall be utilized as long as the student is demonstrating on-task efforts which allow the student to make progress on completing his/her assessment responses. The school shall provide proper supervision to maintain an appropriate assessment atmosphere.

Extraordinary Circumstance Non-Participation Form

The Extraordinary Circumstance Non-Participation Form is used for students who should not be tested for reasons other than a medical non-participation. Document the details in SDRR. The form can be found in Appendix A of this manual or on KDE's website, <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>. The completed paper copy should be retained in the district office.

Forms

Forms per grade listed below:

- Grades 3 – 8 reading, mathematics, social studies and on-demand writing have one form
- Grades 4 and 7 science have 4 forms
- Grade 10 field test reading has 10 forms
- Grade 10 field test mathematics has 5 forms
- Grade 11 science has 4 forms
- Grade 11 on-demand writing has one form

Kentucky Performance Rating for Educational Progress (K-PREP)

The state-required assessment for grades 3–8 and writing on-demand at the high school in grade 11. It is a criterion-referenced test (CRT), consisting of multiple-choice, multiple-select, short-answer and extended-response items.

Medical Emergency Form

This form is used for an injured student whose injury is not serious enough to warrant a medical non-participation request but should receive appropriate accommodations that enable the student to participate in the assessment. The student's record must be maintained in SDRR. Be sure to retain a copy of the completed form on file in the district office. A copy of this form can be found on KDE's website at <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>. See "Medical Emergency Form" in Appendix A.

Medical Non-Participation Form

This form is used for students too ill or medically fragile to complete the state-required assessment, even in a homebound situation with accommodations provided. A school may choose to request a medical non-participation for this student. The student's record must be updated in SDRR. Be sure to retain a copy of the completed form on file in the district office. A copy of this form can be found on the KDE website, <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>. See "Medical Non-Participation Instructions" on page 35.

PearsonAccess^{next}

PearsonAccess^{next} (<https://ky.pearsonaccessnext.com/customer>), is an electronic system that districts and schools use to accomplish the following:

- View student enrollment counts for K-PREP (If there is a significant discrepancy with the enrollment counts, contact KDE).
- Order accommodated testing materials (Braille, Large-Print, Audio and Text Reader).
- Order additional materials if the district has a shortage.
- Update district and school profiles.

The districts will be able to view the participation counts for the regular testing materials at each school by grade but will not be able to edit these counts. The only areas that are editable will be the areas to order accommodated materials, i.e., large-print, Braille, audio and text reader.

The *PearsonAccess^{next} Kentucky User's Guide* is available on the Support tab on PearsonAccess^{next}.

Program Services Plan (PSP) for EL Students

A PSP for EL students is an individual language service plan for students with limited English proficiency. It is required under federal law (Title III, Sec 3302, No Child Left Behind Act of 2001). In Kentucky, an individual PSP is required for all students identified as EL. See "English Learners" on page 32

Scannable Student Response Booklet

The scannable booklet is a stand-alone document containing response areas to record the student's responses to the questions and biographic information.

- **Grades 3–8 and 11**

Seal Code

A seal code prevents students from advancing to the next section of the test. Seal codes will be used for both the K-PREP Grade 10 Field Test (reading and Mathematics) and the K-PREP Grade 11 assessment (science and on-demand writing).

Seating Charts

Seating charts, for groups and/or individuals, are required for all state-required test administrations, reflecting students and adults in the testing room. The DAC will collect and maintain. Examples are provided on KDE's website, <https://education.ky.gov/AA/distsupp/Pages/Forms.aspx>, and in Appendix A of this manual.

Security Barcode Number

The security barcode number is a machine- and human-readable code, consisting of 10 digits, assigned to test booklets and student combined booklets. Each security barcode number is used on only one test booklet and student combined booklet. This is the identifying number by which test booklets are assigned to and accounted for by districts and schools. Pearson will use this number to inventory and account for all returned test booklets and student combined booklets. See page 57-58.

State Student ID (SSID)

This number is generated by KDE's Student Information System (SIS). The SSID is a unique 10-digit number assigned to each student. This number is included on the pre-printed student response booklet provided to schools.

Storyline

The narrative text that leads a student through the progression of questions. Its purpose is to set up the context of the phenomenon and to link items together in a way that makes sense to the student.

Student Combined Booklet

The student combined booklet is both the student response booklet and secure test booklet for the K-PREP Science. Pre-printed student combined booklets will have the security barcode embedded in the demographic information. All overage student combined booklets will have the security barcode on the middle right of the back cover.

Student Data Review and Rosters (SDRR) Application

This is KDE's electronic rostering and data review application.

Student Honor Code

A student honor code has been printed on the back page of the SRB and the student combined booklet. This process is one of the critical pieces of test security that has been added to monitor appropriate administration of state-required tests. Students should be reminded of the importance of doing their own work and always putting forth their best effort. Test administrators will read aloud the student honor code and have students sign the honor code prior to the onset of testing. Students in grades 4 and 7 will sign the Student Honor Code twice, once on their SRB and then on their student combined booklet.

Student Response Booklet

The scannable booklet is a stand-alone document containing response areas to record the student's responses to the questions and biographic information.

Student Roster

The student roster is a list of students broken down by school within a district, including individuals enrolled on the first day of the testing window. Rosters are required by regulation 703 KAR 5:160 Section 10.

Test Administrator's Manual

The *TAM* is an instructional manual for test administrators. This manual includes the grade-specific scripts for the test administration.

Test Booklet

The secure test booklet that contains test items and test questions.

Test Part

The assessment is divided into content areas that are further separated into test parts. Reading, Mathematics, Science, Social Studies and On-Demand Writing each have two parts.

Text Reader

Approved students will access the Lexiflow viewer for the text reader accommodation through a secure browser with a unique student ID and password and the pages for the assessments shown within the secure browser will be delivered via the Internet.

The Lexiflow viewer itself will have an updated contemporary look and feel similar to other leading applications students are familiar with.

The Lexiflow viewer will provide the read aloud accommodation for the assessments for students with vision and read aloud accommodations. The Lexiflow viewer replicates a view of a page from the original paper test on the computer screen and it operates the same way for KDE approved operating systems and devices. Within the Lexiflow viewer students will have control of what text they would like to have read aloud. Students will continue to use the test paper booklet and SRBs for answer responses.

Timed Testing Session

This refers to the amount of time allowed during which a test part is administered to students.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

DAC-BAC MANUAL 2019



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